



District of Port Edward

Chief Financial Officer (CFO)

Exempt Position

Job Posting: Chief Financial Officer (CFO)

The District of Port Edward is offering a career opportunity for a team player who would like to work in a small staff environment.

The District of Port Edward is a small community of 500 people situated 15 kilometers from the City of Prince Rupert on the beautiful Pacific North Coast.

Position: Chief Financial Officer (CFO)

Reports To: Chief Administrative Officer (CAO)

Overview:

The Chief Financial Officer is responsible for managing the day-to-day financial operations and services of the District in accordance with the Local Government Act, Community Charter, Municipal Bylaws, and Policies, as directed by Council.

This position can be done virtually (remotely) with periodic office visits as needed.

The CFO will advise Council on decisions regarding executing their strategic financial goals and vision of the District while meeting the needs of the community.

Key Responsibilities:

- Presenting operational and capital budgets to Council.
- Understanding and utilizing asset management.
- Preparing monthly financial statements for Council.
- Creating variance reports for the senior management team, including the CAO.
- Updating bylaws as they relate to the District's financial operations.
- Managing payroll, benefits, and vacation for all staff.

Required Skills and Abilities:

- Proficiency in financial management and budgeting.
- Strong analytical and problem-solving skills.
- Excellent written and oral communication skills.
- Knowledge of local government legislation.
- Grant writing expertise.
- Experience with asset management.
- Ability to work collaboratively in a small team environment.

Required Education and Experience:

- A degree in public or business administration, or a related field.
- Current CPA designation with at least five years of post-qualification experience.
- A minimum of five years of directly related senior management work experience.
- Local government financial management experience, including budget preparation, year-end and audit administration, and preparation of financial statements.

Compensation:

The District of Port Edward offers an excellent benefit package.
The salary for this position will be based on education and experience the range will be \$89,500 to \$108,750.

Application Process:

**Please forward your resume and cover letter in confidence to:
Email (PDF format): cao@portedward.ca**

Mailing Address:

Humna Resource/CAO
District of Port Edward
770 Pacific Avenue, PO Box 1100
Port Edward, BC
V0V 1G0

Deadline: This position is open until filled.

The District of Port Edward thanks all applicants for their interest in this position; however, only those selected for an interview will be contacted.