

# WE'RE HIRING!



## Manager of Financial Services

**EMPLOYMENT STATUS:** Regular, Full-time (37.5 hours per week)

**EMPLOYEE GROUP:** Exempt - Management

**POSTING DATE:** September 26, 2024

**INTERNAL / EXTERNAL CLOSING DATE:** Open Until Filled - Applications Reviewed as Received

**POSTING:** P#2024-10

Due to an upcoming retirement, the Town of Gibsons is looking for an experienced and enthusiastic finance professional to join our team in the key position of Manager of Financial Services with a targeted start of January 2025.

Located at the south end of the Sunshine Coast, just north of Vancouver, Gibsons is a picturesque community of just under five thousand people. Gibsons is an award-winning municipality that boasts a blend of water and land activities, spectacular views, beaches and parks, and a deep sense of community.

On the job, you'll enjoy a supportive work culture surrounded by people who are committed to delivering excellent service to the community of Gibsons. In your down time, Gibsons' coastal climate, arts and culture, outdoor recreation, and laid-back lifestyle will provide plentiful opportunities to recharge and engage in all that the beautiful Sunshine Coast has to offer.

Reporting to the Director of Finance, the Manager of Financial Services oversees the day-to-day administration of financial operations; supervises financial support staff and ensures provision of services in compliance with Town bylaws, policies, statutory requirements and the collective agreement; prepares or supports preparation of monthly and annual financial reports and provides analysis as required; and acts as the Town's Tax Collector as required by the Community Charter.

This is an excellent opportunity to live and work in a unique and distinctive municipality well known for its leadership in natural asset management. [Click here](#) to learn more about how the Town is recognized world-wide for its approach to natural asset management.

Come join our highly dedicated and skilled team and build your career on the ocean's edge of the beautiful Sunshine Coast!

This posting contains a summary of the position, experience, and qualifications. A copy of the full job description which further outlines the key responsibilities and duties of this position can be requested directly from Human Resources at [HR@gibsons.ca](mailto:HR@gibsons.ca).

Any questions regarding this position can be directed to HR or the Director of Finance.

## COMPENSATION AND BENEFITS

The base salary range for this role is \$86,171 to \$108,981, compensation above this range may be considered for exceptional candidates. Base salary is determined by a combination of factors including but not limited to, education and other qualifications, years of relevant experience, and internal equity.

Our Total Rewards program is comprised of base salary, an annual premium and Municipal Pension Plan contributions as well as a full range of 100% employer paid extended health benefits which include medical, dental, vision, disability benefits and life insurance programs. We also offer travel insurance and an Employee and Family Assistance Program, providing 24/7 access to counselling services and other mental health supports.

To support a healthy work-life-balance, the Town's personal leave program includes paid sick leave, vacation leave and family responsibility leave. Also offered is an Annual Health and Wellness Subsidy which supports employees in maintaining a healthy and active lifestyle.

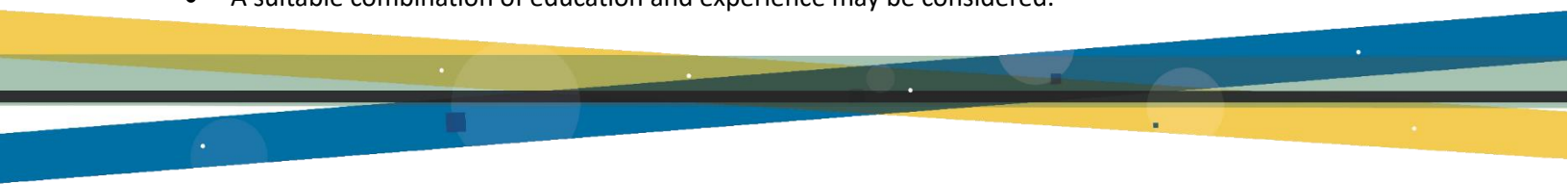
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## WORK ENVIRONMENT

The Town of Gibsons is committed to providing a safe, respectful and inclusive work environment for all. We believe in celebrating individuality and that a diverse team is a strong team. We welcome applications from all qualified candidates. If an accommodation is required during the recruitment and selection process, please contact [HR@gibsons.ca](mailto:HR@gibsons.ca) for support.

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## REQUIRED EXPERIENCE AND QUALIFICATIONS

- Post secondary studies leading to a College Diploma or University Degree.
  - Completion of significant accounting studies at the college or university level or advanced standing in the Certified Public Accountant (CPA) program.
  - Minimum of three (3) years directly related working experience in a local government environment.
  - Minimum of an additional (3) years working experience at the senior accounting level.
  - Experience in the supervision and direction of staff.
  - Experience working with and managing financial systems (information technology systems and financial applications). Knowledge of software such as Municipal Accounting Information System (MAIS) will be considered an asset.
  - Advanced level proficiency in Microsoft Office software, specifically Excel and Word.
  - Valid CPA designation preferred.
  - Experience leading employees in a unionized setting preferred.
  - A suitable combination of education and experience may be considered.
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## SUMMARY OF KEY COMPETENCIES AND ABILITIES

- Excellent knowledge of financial and auditing principles and practices, internal accounting controls, and local government budgeting practices.
- Ability to read, analyse and interpret financial and statistical data.
- Ability to think critically and problem solve complex matters.
- Ability to exercise considerable independent judgement, initiative, discretion and diplomacy in processing the work of self and others, some of which is highly confidential in nature.
- Ability to communicate effectively with staff, Council and the public, maintaining a strong customer focus.
- Ability to work within deadlines, handle multiple tasks and successfully meet challenges.
- Excellent knowledge of computerized accounting systems including working knowledge of payroll calculations and reporting requirements.

## ADDITIONAL INFORMATION AND REQUIREMENTS

- Flexible hours required for attending Council meetings and public hearings on an occasional basis.
- Satisfactory results from a current criminal records check.
- Ongoing commitment to continuous learning by maintaining professional and technical knowledge through attendance of professional workshops, reviewing professional publications, and establishing personal networks.

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## HOW TO APPLY

Interested candidates who meet the required qualifications for this role, should submit their resume with cover letter via email to [HR@gibsons.ca](mailto:HR@gibsons.ca). While this position will remain 'open until filled', applications will be reviewed and processed as they are received.