
JOB DESCRIPTION – SUPERVISOR OF FINANCIAL PLANNING AND PROCUREMENT

Nature and Scope of Work:

The Supervisor of Financial Planning and Procurement will be responsible for providing technical and analytical support services respecting financial management ensuring compliance with City and financial policies, procedures, bylaws, legislation and generally accepted accounting principles; as required assists in, or conducts special studies, prepares ad-hoc reports and designs and presents workshops on financial matters.

The incumbent will assist with analyzing, summarizing and preparing a variety of financial information such as operating and capital budgets, long-range plans, financial reports, statements, returns and year-end working papers; determines debt requirements for capital budgets; coordinates deadlines for budget submissions; monitors and analyzes accounts for accuracy and reliability and reports variances in revenue and capital budgets; detects, analyzes and reports on problems of a financial reporting nature and expedites remedial action; initiates follow-up procedures as required.

The incumbent should be comfortable preparing complex spreadsheets and have strong communication skills. They will recommend and develop business process improvements, procedures, accounting structures and reporting schedules to improve reporting and control processes, safeguard assets, meet client needs and assist other staff as required.

The incumbent will work closely with City staff at various levels, seeking and soliciting cooperation and information, and participate in problem solving efforts to complete the Service Delivery Management Strategy. The incumbent will be responsible to work with departments throughout the City to assist with preparing the financial aspects of grant applications and reports and to ensure the applications and funding claims are submitted according to the grantor's requirements.

This position is also responsible for overseeing the establishment, implementation and maintenance of City standard for the analysis and maintenance of tangible capital assets and prepares a variety of financial reports.

This position involves the supervision of a Procurement and Contract Specialist who is responsible for providing oversight and assistance to City staff in the procurement of products and services to support City operations.

Educational Requirements:

- University Degree in Business Administration, Accounting, Supply Chain Management, or a related discipline;
- Accredited Chartered Professional Accountant (CPA, CGA, CMA or CA) designation.

Experience:

- Minimum of four (4) years' experience working in a variety of complex accounting practices, budget analysis and financial control work or fund accounting;
- Minimum of four (4) years' work experience with full cycle accounting;
- Preference may be given to candidate with local government experience and/or public practice experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of the rules, regulations, procedures and bylaws applicable to the City;
- Thorough knowledge of public sector budget principles and practices, including program budgeting concepts and applications;
- Thorough knowledge of public sector accounting standards, principles and practices, including reporting and cost control procedures;
- Sound knowledge of the organization and function of municipal operations;
- Ability to analyze and interpret various financial, budget, accounting and cost control information and data and to develop logical solutions to problems related to financial and business processes, budget variance and financial reporting;
- Ability to prepare a variety of financial reports related to the work performed;
- Ability to assist in developing, organizing, maintaining and improving a comprehensive budget and cost control program;
- Ability to deal tactfully with elected officials, the public and all levels of staff and to establish and maintain cooperative and effective working relationships with others;
- Ability to work with minimal supervision;
- Highly organized, neat and accurate with the ability to meet deadlines;
- Detailed oriented with excellent analytical, complex problem solving and decision making skills;
- Excellent communication (verbal and written), interpersonal and customer service skills are required;
- Advanced computer skills and thorough knowledge of Microsoft Office including MS Word, Excel and Outlook as well as Adobe and Municipal Accounting Software;
- Ability to plan, assign and review the work of others.

Illustrative Examples of Work:

Without restricting the general nature and scope of the work, the following provides examples of work, duties and responsibilities expected by the incumbent:

The main areas of responsibility include:

- Support the development of the City's multi-year financial and business plans and forecasts, review and validate financial assumptions and models, and identify trends that impact the City's ability to meet budget and service delivery targets;
- Analyze budgets, performance indicators, business plans and ongoing financial results to enable strategic recommendations on corrective actions;
- Assist with the preparation and maintenance of records for municipal operating budgets, including the RCMP and BC Transit;
- Assist and advise departments in preparing their annual capital budget submissions, including recommending funding sources and allocations;
- Assist in the development, compilation and design of a variety of published materials including the annual tax insert, pdf templates for data input and other documents, as required;
- Prepare, monitor, and maintain variance analyses, forecasting against actuals and reporting. Present and review results with department leads. Work to identify significant risks and investigate and resolve discrepancies and recommended mitigation strategies;
- Assist with the preparation of year-end working papers and collaboration with external auditors during the audit;

- Responsible for the process of accounting for tangible capital assets, contaminated sites, and asset retirement obligations;
- Supports management in developing and analyzing business cases, determining financial implications for decisions and quantifying impacts on budgets and forecasts;
- Support the Service Delivery Management Committee in the development or maintenance of service delivery and asset management policies, plans and inventories;
- Manage the City's grants, review and provide timely input to financial estimates of departmental submissions for grant applications;
- Assist in the management and reconciliation of Reserve Funds and Development Cost Charges;
- Assist with the preparation of the Annual Report;
- Assist with the review of financial bylaws including the financial plan, tax rates, fees for services, temporary borrowing, loan authorization, etc.
- Oversee the City's procurement function;
- Carry out research, prepare reports and preliminary bylaw documents as required;
- Undertake special projects and assignments as assigned by the Chief Financial Officer;
- Assign and review work of departmental union staff, as required.
- Performs other related duties as required.

Date: December 9, 2024

Chief Administration Officer:

Date: December 9, 2024

Human Resources:

Description Date: August 2