



## **DISTRICT OF LANTZVILLE: DIRECTOR OF FINANCIAL SERVICES**

### **THE LOCATION**

The District of Lantzville is a rural seaside community of approximately 4,000. Easily accessible by road, air, and ferry, Lantzville is situated on the northern border of the City of Nanaimo and south of the City of Parksville.

### **THE ROLE**

The District of Lantzville has a career opportunity for a dynamic individual to assume the role of Director of Financial Services. This opportunity is well suited to someone with a passion for serving people and the community.

### **THE DUTIES**

Reporting to the Chief Administrative Officer, you will play a key role as part of the senior management team. You will be responsible for the statutory duties of financial officer including, but not limited to, preparation of the financial plan, annual financial statements, annual municipal report, attending Council meetings as required and other duties, as assigned, including asset management, risk management and information technology services. You will be leading a small department and demonstrating leadership in asset management, budgeting, financial recording and reporting, and financial analysis.

### **THE SKILLS**

- Ability to deal effectively/courteously with the public.
- Ability to work with minimal supervision in a position requiring a high degree of accuracy, efficiency, and confidentiality.
- Ability to research and draft bylaws, grant applications, grant reporting documents, contracts, policies and other reports.
- Ability to lead, train, coach, and mentor direct reports and work teams.
- Energetic, self-motivated, team player with a strong work ethic.
- Ability to work outside the standard hours of work, e.g., to attend evening and/or weekend meetings and other events.

### **THE QUALIFICATIONS**

- CPA designation.
- Post-secondary education in business administration, public administration, or related field.
- A minimum of five years of senior municipal or related accounting/financial and management experience.
- Extensive experience with the Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint.
- Extensive experience with municipal financial accounting software programs and creation of public sector Financial Statements.

### **THE RETURNS**

The proposed annual salary for the role is \$110,000 - \$120,000, subject to qualifications and experience. The District offers an excellent benefits package; and supports its employees in their continued career and professional development. You will enjoy life in a beautiful seaside community, working alongside a small yet skilled and friendly municipal team.



### **THE NEXT STEP**

Forward your resume and cover letter to Tall Cedars Search & Recruitment. A Supplementary Information Package can be obtained by request from the Consultant, which includes a complete job description and details of the comprehensive benefits package.

Tall Cedars Search & Recruitment

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[www.tallcedars.ca](http://www.tallcedars.ca)