



The District of Tumbler Ridge is seeking a

**Director of Finance**

The District of Tumbler Ridge requires a dynamic and energetic individual to be the municipality's next Director of Finance. In preparation for this important and challenging position the District is seeking to hire a Director of Finance. The Director of Finance will report to the Chief Administrative Officer, the Director of Finance will be responsible for the statutory duties of the financial officer under the Community Charter with duties including, but not limited to, preparation of the financial plan, annual financial statements, annual municipal report and attending Council meetings as required. The Director Finance must be able to demonstrate leadership in asset management, budgeting, financial recording and reporting, and financial analysis.

- The Director of Finance will have demonstrated understanding, knowledge and progressive experience in local government financial management an asset.
- Preferred candidates will possess a degree in Business or Public Administration, Commerce or a related field combined with a professional accounting designation (CA, CGA, or CMA).
- Thorough and knowledge of municipal finance and accounting principles, practices, procedures and systems, including budgeting best practices and auditing requirements.
- Thorough knowledge of effective management techniques and labor relations practices related to supervision of employees including selection, training, coaching, mentoring and evaluation.
- Strong oral and written communications skills.
- Ability to understand, interpret and develop complex oral and written instructions.
- Knowledge of MAIS and Questica financial software is beneficial.

A detailed job description can be found in the "Employment Opportunities" section of the District's website <https://www.districtoftumbleridge.ca/Town-Hall/Employment-Opportunities>. Based upon qualifications, experience and a cleared criminal records check, a competitive salary and benefits package is offered.

Qualified applicants should apply in writing by providing a resume, including references and contact information by **4:30 p.m., April 28, 2021**, or until suitable candidate has been hired, at [hrcoordinator@otr.ca](mailto:hrcoordinator@otr.ca) or deliver to District of Tumbler Ridge, 305 Iles Way, P.O. Box 100, Tumbler Ridge, BC, V0C 2W0.