



Village of Chase Chief Financial Officer

Due to the upcoming retirement of our current staff member, the Village of Chase is seeking the services of a qualified and experienced Chief Financial Officer.

Chase, a 'Shuswap Experience', is located on the shores of Little Shuswap Lake approximately 55 km from Kamloops and 55 km from Salmon Arm along the Trans Canada Highway. Supporting a municipal population of 2600 with surrounding population of 10,000, the Village of Chase offers reasonable housing prices, an elementary and secondary school, a hockey arena, a curling rink, two full service grocery stores, a pharmacy, and a handful of quaint shops and restaurants. Recreational opportunities include nearby hiking, biking, cross country skiing, snowshoeing, lake and river fishing, and nearby golf courses. While still small, the Village of Chase has a first class water treatment plant, recently upgraded wastewater treatment facilities, an active fire department, beautiful parks, a cemetery, and other municipal services that make our community a great place to live.

The Chief Financial Officer reports to the CAO, and is responsible for:

- Leading the development of the annual budget
- Preparation of the financial statements, facilitating the annual audit process
- Providing guidance and supervision to the office staff in their performance of financial services tasks including the administration of payroll, preparation of accounts payable, utility billing, year-end report preparation, BC Assessment downloads, cash receipting, property tax payments, utility bill payments and other financial services transactions
- Providing positive, proactive leadership employing a coaching-mentoring style
- Ensuring integrity of the financial systems and procedures, setting and monitoring internal control systems and making recommendations for improvements to systems, procedures and processes
- Reviewing revenues and expenditures on a regular basis and making recommendations regarding potential revenue sources, fees and charges, and expenditure controls
- Participating in strategic and financial planning
- Monitoring potential grant opportunities, applying for grants and overseeing grant reporting
- Preparing internal and external reports, bylaws and policies that ensure the continued financial sustainability of the Village
- Managing investments and cash flow, overseeing fleet and facility insurance, and responsible for the asset management program

The ideal applicant will:

- Be a qualified accountant and possess at least 5 years local government financial management experience
- Have experience in labour relations in a unionized environment
- Be a team player, employ a positive and open communications style, and have a strong commitment to providing the best possible service to Council, staff and the community

Experience with VADIM financial software would be an asset.

Chase offers a competitive salary commensurate with qualifications and experience, supplemented by a comprehensive benefits package. The Village of Chase supports continuing education.

Qualified candidates are invited to submit their resume and cover letter by Friday, September 22, 2017 at 4:00 p.m. to:

Joni Heinrich, CAO
Village of Chase
PO Box 440, 826 Okanagan Avenue
Chase, BC, V0E 1M0
Fax 250-679-3070
Email: cao@chasebc.ca

For additional information, please contact the CAO at 250-679-3238.

We thank all participants for their interest however only those applicants selected for an interview will be contacted.