



**Posting #:** 2021-018      **Issue Date:** Oct 12, 2021      **Closing Date:** Until Filled  
**Job Level:** Full Time      **Job Type:** Management

---

The District of Stewart is located in northwest British Columbia, at the head of the Portland Canal, and is 3 km from Hyder, Alaska. Stewart's economic base is mining, forestry and tourism. Visitors enjoy seasonal recreation including heliskiing, snowmobiling, and exploring the many glaciers including the Salmon Glacier, the world's largest glacier. The population has approximately 420 citizens and the District is poised for growth and expansion through increased industrial activity.

### Position Summary

Reporting to the Chief Administrative Officer, the Director of Finance/HR is a member of the senior management team and oversees the finance department and human resources. This role is responsible for exercising sound judgement, tact and discretion in dealing with confidential matters. The ideal candidate will be experienced in building a team culture within a union environment.

### Role and Responsibilities

#### Finance

- Responsible for the statutory position of the Officer responsible for financial administration for the District of Stewart.
- Responsible for preparing the financial plan, annual financial statements, annual municipal report, attending Council meetings as required.
- Supports the CAO in all financial matters pertaining to planning and executing quarterly and annual financial operations and ensures that internal operational controls and processes for budget preparation, asset management, insurance are in place.
- Adheres to all Public Sector Accounting Board (PSAB) and generally accepted accounting principles (GAAP).
- Develops the operational, capital and reserve budgets, financial bylaws, financial statements, statistical reports, cost analysis, monthly invoices, and annual reports.
- Responsible for long term financial planning, reserve and debt management, financial policy, grant reporting, cost recovery calculations and other financial management, information, and advice.
- Administer the District's funds according to the approved budget, and monitor its financial expenditures.
- Analyze and interpret financial and accounting information in order to appraise operating results in terms of performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the District.
- Maintain the tangible capital asset inventory control system.
- Experience with budget preparation and variance reporting.
- Advanced level of proficiency in Microsoft Excel.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Maintains professional development as required for annual professional certification by attending educational courses and workshops, conference and seminars and reviewing professional publications.

## Human Resources

- Responsible for overseeing Human Resources functions including employee and labour relations, interpreting the Collective Agreement
- Exercise effective leadership skills, with a strong focus on coaching, mentoring manager and employees on HR issues.
- Exercises sound judgement in the performance of duties following the District's policies and procedures.
- Manage full-cycle recruiting process, selection, hiring and onboarding; manage the performance management process and support the Chief Administrative Officer with performance and disciplinary issues.
- Prepare employment contracts and other documents related to promotions, change of status, process termination and ROE as required.
- Complete new employee onboarding process including payroll, benefits registration.
- Manage absenteeism and sick leaves, complete WCB filings, resolve complaints per the HR policy, assist department heads with warnings and disciplinary action as needed
- Maintain HR records in a safe, confidential manner.

## Qualifications And Experience

- Member in good standing with CPA (CMA, CGA, or CA); or a diploma or degree in Business or Public Administration is preferred, or a minimum of 5 to 7 years' of finance and HR experience in municipal government or similar environment.
- Demonstrated experience and knowledge of the principles and methods of fund accounting and of municipal financial operations.
- Good working knowledge of Public Sector Accounting Board (PSAB) requirements and the Community Charter, related statutes, bylaws, regulations and precedent respecting local governments;
- Experience in writing reports for Council and administration, building accurate business cases and modeling and experienced in public presentations.
- Demonstrated leadership and relationship building skills with the ability to lead Human Resources in a Unionized environment.
- Able to develop collaborative relationships with managers, internal and external stakeholders.
- Advanced experience with technology, information systems, databases, MS Office Suite, and accounting software packages.
- Knowledge of Human Resource policy and legislation as it applies to labour relations in a union environment.
- Experienced with performance management, attendance management, investigations, discipline, complaint, grievances and compensation and benefits.

This role offers a competitive salary range and a comprehensive benefits package, and offers an opportunity for growth.

We express our appreciation to all applicants for their interest in this position, however, only candidates selected for an interview will be contacted.

### **APPLICATIONS:**

Please forward your resume, cover letter, and three references in confidence quoting "Director of Finance / Human Resources Position" to:

Tammy McKeown, CAO

705 Brightwell Street, P.O. Box 460 | Stewart BC V0T 1W0

Or via email to: [cao@districtofstewart.com](mailto:cao@districtofstewart.com)