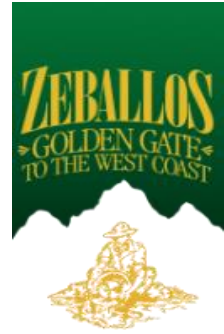


## Village of Zeballos

### 2-Year Term Finance Manager

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Situated on the northwest coast of Vancouver Island and nestled among towering mountains, Zeballos sits at the head of Zeballos Inlet, the gateway to Nootka Sound. Located on the territory of the Ehattesaht Chinehkint First Nation, the area is famous for its gold mining history and is increasingly becoming a destination for travellers who are looking for the excitement of wilderness recreation activities.

We are looking for a Municipal Finance professional to join our team in Zeballos, British Columbia. The successful candidate will be responsible for providing financial advice and guidance to Zeballos and its citizens.

Based on grant funding received through the *Rural Economic Diversification and Infrastructure Program*, this is a part-time employment position with a term of two-years.

The goal of this opportunity is to support the limited staff capacity by ensuring that existing processes and accounting is current and accurate while incorporating training aspects and forming procedures that will support the organization at the conclusion of the position.

Answering to the Chief Administrative Officer, the successful candidate will be responsible for:

- Using the Village's current strategic planning, providing advice on achievable economic opportunities, including provincial and federal grant funding
- Educating and training current staff on general accounting principles
- Educating and training current staff on local government finance legislation
- Developing and implementing municipal finance policies
- Preparing annual budgets and long-term forecasts
- Analyzing financial statements, trends, risks and opportunities
- Preparing monthly, quarterly and annual financial reports
- Monitoring compliance with relevant laws and regulations
- Responding to inquiries from the public regarding municipal finance matters
- Participating in meetings with stakeholders to discuss finance issues
- Providing advice on investment strategies
- Maintaining relationships with banks, auditors and other stakeholders

Requirements:

1. Certificate in Local Government Finance or greater
2. A minimum of 5 years of experience in municipal finance in a similar sized community
3. Thorough knowledge of the Community Charter and Local Government Act in relation to municipal finance
4. Experience in policy and bylaw creation
5. Strong communication skills for:
  - a) Education of Zeballos municipal staff
  - b) Reporting to Mayor and Council
  - c) Public outreach

**Baseline hours:** Starting immediately, 20 hours per week, flexible (with approval of the CAO) dependent on workload, meeting schedules and strategic priorities.

**Wages:** \$41.20/hour, plus 4% in lieu of vacation

**APPLICATION:**

If you are ready to take on this challenging and rewarding leadership role, forward your resume and cover letter, highlighting relevant experience to:

Pete Nelson-Smith, CAO [cao@zeballos.com](mailto:cao@zeballos.com), by **4:00 PM, Monday April 17, 2023.**

*\*\*Only applicants being interviewed will be contacted\*\**