



POSITION TITLE: <b>Regional Finance Manager</b>	POSITION NUMBER:
DIVISION/BRANCH: Quality Services	LOCATION:
SALARY LEVEL: \$50,000.00 TO \$70,000.00	INCUMBENT: Various
SUPERVISOR'S POSITION NUMBER Various	SUPERVISOR'S TITLE/CLASSIFICATION: Manager Quality Services with overall accountability to the Chief Financial Officer

#### **PROGRAM**

Community Living British Columbia [CLBC] delivers support and services to individuals with developmental disabilities and their families. CLBC staff strives to adhere to the corporate vision '**Good lives in welcoming communities**'.

#### **PURPOSE OF POSITION**

Each Quality Service area has a Regional Finance Managers who is responsible for managing the financial infrastructure for one of nine quality service regions(s) throughout the province of BC. The Regional Finance Manager, Quality Services provides the quality service area Manager with advice and recommendations on the financial and administrative implications of operational issues. This includes taking a lead role in: reviewing and assessing the financial situation of contracted agencies, contract negotiation support, budget development, expenditure forecasting and analysis, as well as assisting with contract administration. Working with the Senior Contracts Coordinator, the Regional Finance Manager, Quality Services also performs reviews of contracted agencies to determine whether CLBC is receiving 'value for money'. Further, this position reviews financial information provided by individuals and families to determine compliance with Individualized Funding (IF) agreements. Each Regional Finance Manager, Quality Services will provide day to day support to the Quality Service Manager with resource allocation, planning, and financial decisions. In addition, will provide support to the Quality Service Analysts on financial issues.

#### **JOB DUTIES AND ACCOUNTABILITIES**

##### 1. Financial Processing and Accounting Operations:

- Develops a framework to ensure that central agency and regional policies, legislation and regulations are understood and implemented across the quality service area (accounting (A/R, and A/P)

- Designs, develops, and implements, all operating business processes for the effective management of manual or automated financial systems and controls
- Establishes and maintains policies and procedures for the initiation, processing and approval for all payments.
- Approves all regional level financial transactions, including revenues and expenditures, amortization schedules, and financial commitments.
- Monitors contract performance with the assistance of quality assurance analysts and other staff as required
- Ensures proper implementation of the organization's signing authorities system.
- Establishes and maintains regional policies, and procedures to ensure proper management of financial records and forms.
- Assists the Chief Financial Officer in analyzing expenditure trends; contributes to policy development to ensure appropriate accountability systems are in place.
- Ensures timeliness of payments and processing of revenues.
- Reviews CLBC standards for processing compliance.
- Develops plans with Quality Services Manager to ensure the budget is balanced.

2. Administrative infrastructure- facilities, system, and assets:

- Ensures that financial infrastructure and assets are managed appropriately.
- Identifies the need and requirements for a system to track infrastructure assets.
- Approves overall systems for asset and liability management consistent with CLBC's needs and requirement.
- Designs strategies to ensure effective asset acquisition, valuation and management and to minimize CLBC liabilities.
- Approves physical security standards and recommends measures to mitigate losses.
- Determines appropriate levels of authority for the transfer of assets.
- Periodically review the effectiveness of asset and liability valuations and reports.
- Takes remedial actions to ensure proper custody, management, valuations and control of assets.
- Monitors and evaluates asset and liability records to confirm adherence to policy and accepted risk strategy.
- Ensures that all significant assets and liabilities are accurately recorded and valued.
- Ensures processes are in place to provide timely internal and external reporting.

3. Budget Preparation and Co-Ordination, Financial Analysis and Control:

- With the Quality Services Manager, effectively lead the preparation of the annual consolidated budget, which is consistent with Treasury Board Ministry directives and initiatives. Provide strategic leadership to discuss financial and human targets with Community Managers and Team Leaders, ensure all financial impacts are addresses, develop and manage the process for annual budget monitoring and forecasting, present clear and effective information for decision making, and support budget building including chart-of accounts, capital and operating linkages, revenue, expenses, financing transactions, and liabilities and assets.
  - Communicate the Executive Team's budget decisions.
  - Identify systems, policies and procedures for the Executive Team, to resolve financial issues, recommend process improvements for the future.
  - Design and maintain reliable, accurate and timely reporting systems that provide relevant information for financial management and decision-making.
  - Analyze, forecast and model revenues and expenses to identify trends, future pressures and options to mitigate variances.
  - Conduct variance analysis of financial management reports to identify issues that need to be resolved, their underlying reasons and potential actions with related consequences.
  - Develop options and recommendations to assist the Executive Team to meet budget targets.
  - Work with Quality Service Manager to provide costing information, reporting, and options available with regard to Facilities and Infrastructure.
4. Financial and/or Value-for-Money Reviews/Audits of Contracted Agencies:
- Reviews and evaluates the effectiveness, efficiency and economy of contracted services (value-for money reviews).
  - Advises the Quality Services Manager involved with contracts of interpretation of figures, soundness of agency accounting policies and variations from standard budget lines.
  - Evaluation the financial implication of regional contracted services for cross-service efficiencies. Example – per diem or other unit costs of different facilities; user fees.
  - Identifies and investigates areas of financial concerns such as major surpluses, contract breaches, reserve funds, instances where government has paid both for the acquisition of assets and the amortization thereon, or an agency creating a number of firms from which it purchases supplies and services at inflated rates. The correction of such practices redirects scarce regional resources to program outcomes rather than excessive agency profits.
  - Conducts reviews of the full range of audited financial statements from contracted agencies in accordance with Generally Accepted Accounting Principals (GAAP) and Generally Accepted Auditing Standards (GAAS).
  - Applies the standards of reporting for non- profit organizations issued by the Canadian Institute for Chartered Accountants (CICA).
5. Contract Management and Administration:
- Provides professional advice to the Executive Team involved in management of contracts to ensure negotiations are carried out in the best interest of the

Region.

- Provides advice regarding the availability budget, and participated on procurement panels.
- Prepares or recommends financial aspects of contract schedules.
- Prepares financial reports, briefing notes and discussion documents containing analysis of financial options.
- As various financial issues arise you will be required to prepare and facilitate presentations to various community living councils.
- Provides training for analysts on procurement, contracting and financial control matters.

6. Performance Measurement and Reporting:

- Develop and maintain a frame work for setting, measuring, analyzing and reporting on strategic and operational performance measures(including ABC/ABM, linking financial results to outputs and outcomes)within each Community:
  - Identify types of performance measures and what level of information they provide to decision-makers, what data and systems are required to support.
  - Develop cost accounting concepts and principles.
  - Develop and implement systems that measure and report on inputs, processes, outputs and outcomes/results.
  - Provide training and support to community terms on the use of systems, and the interpretation/analysis of information/results/trends.
  - Provide advice and strategic guidance on performance versus targets to the Executive Team.
  - Maintain a system of gathering, retaining and reporting on performance measures.
  - Integrate financial and non-financial data and information management.
  - Identify and recommend potential actions in response to unsatisfactory results.

7. Staff Supervision and Development:

- May supervise clerical and other administrative staff, which could include the recruitment, selection, training, and performance management.  
Manages workload requirements, including scheduling and approving leaves.

**EDUCATION**

Completion of a professional accounting designation (CA, CGA, CMA), or recognized university graduation in economics, commerce or business administration, or completion of 4th level of professional accounting designation. Candidates must provide verification that their credentials meet these requirements. A relevant combination of education and experience may be considered. Preference will be given to candidates with one of the above professional accounting designations.

Demonstrated ability in standard software applications - Word and Excel, with Access preferred.

## **KNOWLEDGE, ABILITIES & SKILLS**

### **Experience**

*Experience in:*

- Five years related experience in progressively responsible financial and accounting functions in government, private or not-for-profit environment. Work experience includes:
  - Accounting operations support and supervision
  - Data analysis in support of budgeting, forecasting, and financial reporting
  - Financial review and auditing of financial statement and reports.

### **Abilities & Skills**

*Ability to:*

- lead, manage and participate on intra-authority and external projects;
- manage multiple priorities/projects and produce results within timelines;
- establish and maintain positive and productive working relationships;
- communicate effectively with a wide range of individuals, including demonstrated patience and tolerance;
- work productively in a high stress environment.

*Skills:*

*Excellent:*

- writing and communicating skills and is a critical thinker;
- listening skills and able to quickly grasp key issues;
- time management and organizational skills;
- negotiation, persuasion/ influence management skills to deal with community, multiple local and provincial government and other agencies.

## **TOOLS & EQUIPMENT**

Standard business software – Excel and Word mandatory. Database tools such as Access are preferred.

## **WORKING CONDITIONS**

Travel is a requirement through out the quality service area to meet with contractors, establish relationships, provide assistance and information, and engage in mediation and problem solving as the needs arise. Transportation arrangement must meet operational

requirements.

**PROJECT/TEAM LEADERSHIP OR TRAINING** (Check the appropriate boxes)

<b>ROLE</b>	<b># of FTE's</b>	<b>ROLE</b>	<b># of FTE's</b>
Directly Supervises staff <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors& examines the work of staff <input type="checkbox"/>	

I confirm that:

1. The accountabilities/deliverables were assigned to this position effective; (Date).
2. The information in this position description reflects the actual work performed.
3. A copy has/will be provided to the incumbent(s).

Name:

Signature:

Date: