



## TOWN OF QUALICUM BEACH

## DEPUTY DIRECTOR OF FINANCE

### Permanent Full-Time Job Competition No. 2025-24

Join our exceptional team at the Town of Qualicum Beach!

The Town of Qualicum Beach is in search of a dynamic and motivated professional to fill the permanent position of Deputy Director of Finance within the Finance Department.

Working closely with the Chief Administrative Officer, Mayor and Council, and the senior management team—and reporting to the Director of Finance—the Deputy Director of Finance plays a key leadership role in the Town and is responsible for planning, evaluating and overseeing the day-to-day financial operations for the Town of Qualicum Beach. The incumbent will be responsible for effective accuracy of financial information including regulatory and management reporting, financial policy and procedures, accounting systems and standards, payroll and benefits administration and assisting with internal financial controls.

In this role, you will be working with a group of talented and dedicated people to help shape the Town's future. You will have the opportunity to make a significant contribution to the organization and the community. As part of the Town's long-term succession planning, this role is designed to provide progressive leadership responsibilities and the opportunity to assume more senior responsibilities over time.

Candidates under consideration will demonstrate:

- Comprehensive knowledge of accounting theory, practices, and financial controls.
- Strong understanding of relevant federal and provincial legislation with financial implications.
- Proficiency in Microsoft Office and financial/accounting software (e.g., payroll, ERP systems), including advanced spreadsheet and data analysis skills.
- Demonstrated experience preparing year-end working papers and financial statements.
- Proven ability to identify financial issues, analyze data, and develop practical solutions and recommendations.
- Demonstrated experience with asset management planning and financial integration to support long-term infrastructure sustainability.
- Strong written and verbal communication skills, with the ability to prepare clear reports for various audiences.
- Proven leadership experience in a local government environment, with a solid understanding of municipal operations and administrative functions.
- Ability to plan, prioritize, and oversee staff work, foster collaboration, and build support for decisions.
- Ability to research and prepare bylaws, contract agreements, and financial reports.
- Professional, tactful, and diplomatic interpersonal skills when working with Council, staff, external agencies, and the public.
- Ability to work independently and as part of a team with a high level of accuracy, independence, judgment, and confidentiality.
- Knowledge of the Freedom of Information and Protection of Privacy Act is considered an asset.

Qualified candidates will possess:

- An undergraduate degree in Accounting, Finance, Business Administration, or a related field.
- A CPA designation.
- A minimum of five years of progressive financial management experience, with local or regional government experience considered an asset.
- At minimum of three years of supervisory experience, ideally within a unionized environment.
- Additional training or certification in Leadership, Asset Management, or Strategic Planning will be considered an asset.

This is an exempt position that offers an excellent benefit package including our commitment to ongoing training and competitive annual compensation starting at \$122,648, with final placement based on qualifications and experience. The successful candidate must be willing and able to work flexible hours, including evenings, as required. Shortlisted applicants may be required to undergo a verification of their skills by completing writing, computer and/or skill testing assessments.

This is a unique opportunity to become part of the vibrant future of the Town of Qualicum Beach. Candidates seeking a rewarding career opportunity with one of Western Canada's most beautiful communities are invited to submit their resume in confidence quoting Project QBDDOF to: [grantsmith@waterhousesearch.com](mailto:grantsmith@waterhousesearch.com)

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We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted.