



**Village of Sayward**

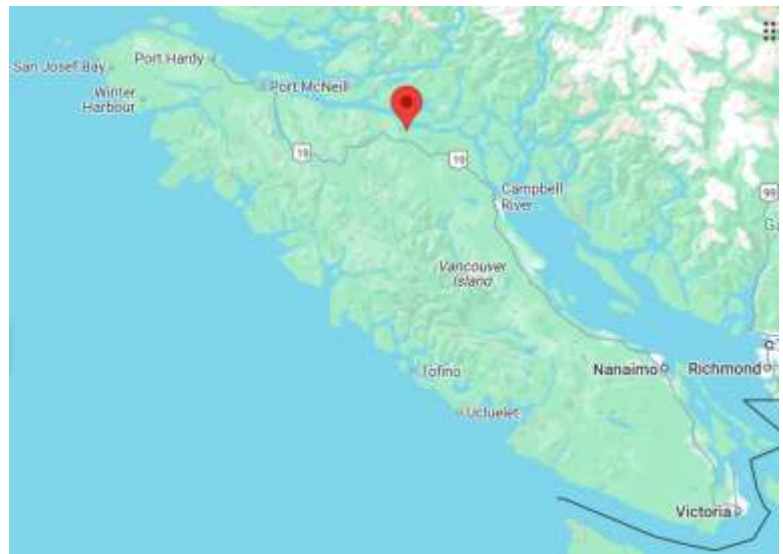
Position Profile

# **Chief Financial Officer**

## The Municipality

The [Village of Sayward](#) is a picturesque coastal community situated on the northeast coast of Vancouver Island in British Columbia, Canada. As of the 2021 Census, Sayward has a population of 334 residents, reflecting a 7.4% increase since 2016. The Village of Sayward (the Village) is located approximately 336 kilometers north of Victoria and 75 kilometers from Campbell River accessible via Highway 19 and Sayward Road.

The Village is at the base of the Newcastle Ridge and mouth of the Salmon River. Sayward's history is deeply rooted in the region's natural resources and as a traditional meeting place for many First Nations with territorial claims from K'omoks First Nations, We Wai Kai First Nations, and Wei Wai Kum First Nations. In the late 19<sup>th</sup> century, logging emerged as a key industry in the community. In fact, the Village's footprint was essentially constructed by industry and although the logging industry's presence has diminished significantly over time, it remains an important part of the Village's economy. The Village was officially named in 1911 after William Parsons Sayward, a prominent lumber merchant who, despite never visiting the area, was honored for his contributions to the lumber industry.



Historically Sayward has been reliant on the forestry sector which has subsided over the years. The municipality seeks to invest and attract outdoor recreation and tourism initiatives to help diversify economic growth. The Village offers access to services and amenities including a healthcare clinic, kindergarten, elementary and primary schools, secondary medical and pharmaceutical services, two fire halls including emergency medical assistance, an RCMP detachment, assisted and supportive living care and housing, shopping, community organizations, and a range of local amenities such as Kelsey Recreation Centre featuring facilities such as a gymnasium, and multipurpose rooms. Outdoor enthusiasts can explore the scenic waterfront trail, observe marine traffic in Johnstone Strait, and engage in wildlife viewing opportunities, including sightings of orcas, sea lions, and various bird species.

The Village of Sayward is legislated under the British Columbia Local Government Act and is governed by a Council comprised of four (4) elected Councilors and one (1) elected Mayor.

### Mission Statement:

***“We shall promote improvement and development of a strong and vibrant community for our residents.”***

## The Opportunity

The Chief Financial Officer (CFO) serves as the Village's leader of financial services, performing the statutory duties of the Financial Officer in accordance with Section 149 of the *Community Charter*, and ensuring the Village's financial management, investment program, internal controls, and reporting requirements are consistently met. The CFO provides direct oversight of Village's finances, systems, planning, forecasting, taxation and collections, payroll, procedures, and processes which includes being responsible for organizing and/or directing the accounting treatment of all financial activities on behalf of the Village.

Reporting to the Chief Administrative Officer (CAO), the CFO serves as a member of the Senior Leadership Team and plays a key role in helping the Village achieve its mission in accordance with the Village's strategic direction and established public policy instruments (legislation, regulation, bylaw, policy, procedures). This role oversees the front desk operations and provides supervision to the Office Administrator. The CFO is expected to attend all Council meetings, assigned Committee meetings if any, and lead community engagement on the Village's financial plan annually.



While some on-site / in-office work will be required, the Chief Financial Officer role does offer a hybrid and flexible work arrangement that will be established and mutually agreed upon with the CAO. Preference will be given to candidates willing to relocate to the Village or area.

## The Ideal Candidate

The ideal candidate is a strategic, principled, and hands-on financial leader who brings strong municipal finance expertise and sound professional judgment to a public-sector environment. They are a trusted advisor to Council, the CAO, and senior leaders, with the ability to clearly communicate financial information, assess risk, and support informed decision-making. This individual demonstrates deep knowledge of public-sector accounting, budgeting, taxation, asset and risk management, and internal controls, while ensuring legislative and policy compliance. They are highly organized, analytical, and detail-oriented, yet able to think long-term and align financial planning with the Village's strategic priorities. As a member of the Senior Leadership Team, the ideal candidate is collaborative, community-focused, and comfortable engaging with Council and the public. They bring proven people leadership skills, oversee payroll, benefits, and front desk operations with professionalism, and foster a respectful, accountable, and service-oriented workplace culture.

## Primary Roles and Responsibilities

### Finance:

- Serve as the Village's principal financial advisor and provide financial advice to Council, CAO, and Department Heads.
- Develop operational, capital and reserve budgets, financial bylaws, financial statements, statistical reports, cost analysis, monthly invoices, and annual reports.
- Develop and maintain long term financial planning, reserve and debt management and financial policies to support the Village's approved plans and programs.
- In conjunction with respective Department Heads and the CAO, administer funds in accordance with approved budget, monitor its financial expenditures regularly, and report same to the Senior Leadership Team.
- 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 Village.
- Maintain the tangible capital asset inventory control system.
- Establish a system of internal controls by designing and enforcing checks and balances to minimize the risk of financial loss and ensure municipal financial integrity.
- Oversee the Village's credit facility and ensure appropriate reconciliation is completed in a timely manner.
- Coordinate the annual financial audit process for the Village.
- Serve as the Tax Collector as set out in the Local Government Act and Community Charter.
- Administer the Village's reserve and investment program in accordance with statute and policy.
- Receive, monitor, and report on Grant Funding in conjunction with other Department Heads.
- Research and prepare policies, bylaws, reports and presentation material for Council.

### HR / Payroll / Benefits Administrator

- Supervise the Office Administrator, Receptionist, and other assigned staff and provide overall leadership to the front desk program.
- Oversee performance evaluation of departmental employees in accordance with established policies and best practices.
- Serve as the Village's Benefits Administrator.
- Serve as the alternate Office Administrator during their absence.

### Risk Management

- Identify and evaluate risks to the Village both internal and external and proactively present opportunities to remedy identified risks accordingly.
- Design and implement an overall risk management process for the Village, which includes an analysis of the financial impact on the Village when risks occur.

## Asset Management

- In conjunction with the Senior Leadership Team, develop, implement, oversee and monitor the Village's asset management plan.
- Assist with overseeing the purchasing and procurement functions of the Village.

## Other

- Provide assistance during the local elections for the Village as required.
- Provide assistance including but not limited to serving within the Village's Emergency Operations Centre in preparation for, during, or in response to an emergency situation affecting the Village.
- Carry out such other duties and exercise additional responsibilities as may be reasonably expected for the role of CFO as assigned by the CAO from time to time.



## Qualifications and Requirements

- Bachelor's degree in finance, business administration, or related field.
- Chartered Professional Accounting (CPA) designation is preferred.
- Minimum five (5) years' direct experience with finance administration; direct experience with municipal finance administration would be considered an asset.
- Minimum five (5) years of experience in a financial leadership or supervisory position.
- Expert experience in general financial management, budget preparation and variance reporting.
- Excellent knowledge of human resources activities, including an understanding of labour standards, compensation, administration policies and benefits management.
- Sound analytical thinking, exercise of professional judgement, planning, prioritization, and execution skills.
- Leadership and relationship building skills with the ability to lead a team in a dynamic environment.
- Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies.
- Ability to resolve conflicts while minimizing major disruptions to workflows or interpersonal relations.
- Ability to communicate effectively, verbally and in writing to Council, other departments and members of the public.
- Valid Class 5 BC Driver's licence

## Compliance

Final candidates will be required to complete a Criminal Records and Credit Check and submit a Driver's Abstract.

## Equal Opportunity

The Village of Sayward is an equal opportunity employer committed to equity, diversity, and inclusion and welcomes applications from all qualified individuals.

## Compensation and Benefits

Compensation for the Chief Financial Officer will be influenced by the candidate's education, credentials, experience, skills, and eventual location arrangement, and will be openly discussed with all qualified candidates. Employees are eligible for benefits, including extended health care, dental coverage, and pension.

## Confidentiality

In compliance and consistency with the Personal Information Protection and Electronic Documents Act ("PIPEDA") and Personal Information Protection Act (PIPA), HumanEdge shall respect the privacy and confidentiality of all personal information provided directly or indirectly, verbally, electronically or in print throughout the process of candidate engagement in our search assignments.

## To Apply:

**Please submit a cover letter and resume in confidence to:**

Misty Wilson, CPHR, SHRM-SCP  
Senior Recruitment Consultant  
Email: [misty@humanedgeglobal.com](mailto:misty@humanedgeglobal.com)  
Website: [www.humanedgeglobal.com](http://www.humanedgeglobal.com)

