



# SQUAMISH

HARDWIRED *for* ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

## External Job Posting

<b>Position:</b>	<b>Manager of Financial Systems</b>
<b>Status:</b>	Permanent Full-Time
<b>Work Area:</b>	Information Technology
<b>Posting Date:</b>	May 21, 2026
<b>Closing Date:</b>	June 4, 2026

## GENERAL SUMMARY

Reporting to the Director of Information Technology, the Manager of Financial Systems is responsible for overseeing the design, implementation, optimization, and ongoing support of the organization's financial systems and related technologies. This role serves as the primary liaison between Finance, IT, and external partners to ensure financial platforms are secure, integrated, and aligned with business goals. The Manager of Financial Systems works closely with the other internal IT teams to ensure financial systems are secure and maintained, and works collaboratively across the organization to continue to build and improve financial systems and processes.

## KEY DUTIES AND RESPONSIBILITIES

- Contributes to the success of our team and creation of our community, by fostering the District of Squamish corporate values in their work: thinking beyond today, working together, acting with courage and enthusiasm, doing the right thing, and striving to do better every day.
- Manages the team responsible for maintaining and improving financial systems and processes, including administrative duties, recruitment and performance.
- Leads the configuration, maintenance, and enhancement of the organization's financial systems and financial/POS modules of any District systems where transactions occur.
- Leads the implementation and ongoing maintenance of all Financial system integrations, including payment gateways.
- Ensures system integrity, data accuracy, and consistent application of financial controls and develops, maintains, and enforces system governance, standards, and documentation.
- Manages end-to-end system projects including upgrades, new module deployments, enhancements, and integrations.
- Collaborates with Finance, IT, and other District stakeholders to gather requirements, prioritize initiatives, and deliver solutions on time and within scope.
- Serves as the primary point of contact between Finance and IT for all financial system needs.
- Supports yearly and financial audit and insurance renewal processes working closely with auditors and providing the required documentation and data.
- Monitors financial system user provisioning, roles, permissions, and segregation of duties.
- Ensures compliance with internal controls, audit requests, and financial regulatory requirements (as applicable).
- Oversees adherence to data governance, retention, and privacy policies related to financial systems.
- Provides level-2 support for system issues as required, escalating to vendors and consultants when necessary.
- Leads and participates in business process design and improvement initiatives to ensure operational efficiency and strong internal controls.
- Leads the development of financial systems report requirements and testing of reports for accuracy and effectiveness.
- Coordinates and performs system testing, including documentation of results and communication of issues to implementation consultants and/or software providers.
- Identifies staff training requirements for financial systems; coordinates and delivers corporate training as required.
- May at times lead or take part in cross-departmental projects and initiatives not directly related to the Financial Systems Manager portfolio.

## LEADERSHIP COMPETENCIES

- Collaboration - Encouraging Others
- Leading Others - Promoting team effectiveness
- Managing Change - Managing the Change Process
- Managing Risk - Influencing the organizations risk management culture
- Service Orientation - Taking responsibility and action
- Strategic Thinking - Aligning program/operational goals and plans



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## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Strong financial process knowledge and technical expertise, driving IT & Finance cross-functional initiatives
- Knowledge and hands-on experience with Financial/ERP systems, configurations, and integrations
- Thorough understanding of municipal business systems, requirements, and processes, with a focus on Financial Management
- Strong understanding of core financial processes: GL, AP, AR, payroll, procurement, fixed assets, budgeting, forecasting
- Sound knowledge of project management fundamentals and experience managing projects through the project lifecycle
- Strong leadership skills to manage, supervise, plan and direct the work of staff
- Superior analytical skills, including the ability to comprehend complex issues and related data and present information in concise meaningful ways
- Advanced skill in identifying, analyzing and recommending solutions to problems, including business process mapping
- Advanced ability to work with complex data sets from various sources and in a variety of formats, and to analyze and interpret statistical and transactional data
- Excellent interpersonal skills and the ability to communicate effectively at all levels within the organization
- Ability to express complex technical concepts both orally and in writing to a non-technical audience
- Ability to establish credibility and partnership and influence key stakeholders within the organization
- Ability to manage and lead multiple complex system implementation projects

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Completion of a Bachelor's Degree in Computing Science or a related discipline from an accredited post-secondary institution
- A minimum of one relevant IT certification
- Experience leading and managing system implementation projects
- Minimum of five years progressive related work experience in IT management with a minimum of two years experience managing employees

## OR

- An equivalent combination of education, training and experience may be considered

## Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Hours of Work:** 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:30am to 5:30pm, fortnight schedule. Some flexibility will be required to work outside regular hours.

**Salary:** Salary range: \$125,858.79 - \$138,306.36, as well as a comprehensive benefits package.

This is an exempt position and is excluded from Union membership.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #26-54** or submit your paper application to:

Human Resources  
District of Squamish  
37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [jobs@squamish.ca](mailto:jobs@squamish.ca) and include Accessibility in the subject line. We thank all applicants for applying.*