



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20250430_REVA
POSITION TITLE:	REVENUE ACCOUNTANT
DEPARTMENT:	FINANCE
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 18 - \$55.04/hr (2024 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm, 35 hours per week
BENEFITS:	A comprehensive benefits package per the Terms of the Collective Agreement

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

The City of Colwood has an exciting opportunity for a **Full-Time Regular REVENUE ACCOUNTANT** in our Finance department. This is a UNION position with CUPE, Local 374. Our ideal candidate has their CPA designation and a minimum of 5 years progressive experience in accounting/finance role(s), preferably with at least 3 years in a municipal setting and including property tax administration.

NATURE AND SCOPE OF WORK

Reporting to the Manager of Finance, the Revenue Accountant performs accounting work of considerable variety, complexity, and responsibility. The work performed requires knowledge and experience in public sector accounting standard (PSAS), municipal property taxation, year end reporting, including reconciliation and analysis, and the ability to work effectively within a team as well as independently.

The Revenue Accountant will work under general direction and minimal supervision to apply their professional training and experience, analytical skills and sound independent judgement in adapting and applying procedures to address and resolve unusual or problem situations. They are responsible for the preparation, maintenance, and analysis of all revenue-related general ledger accounts/activities and records including property taxes, utilities/user fees, grants, investments, developer contributions and reserve funds. This position is also responsible for assets and liabilities directly related to revenue recognition including capital and special projects, taxes receivable/payable, grants receivable/payable.





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The incumbent supports the work of the City's Collector, including drafting annual parcel tax roll updates, leading property tax administration and annual tax sale preparation. They monitor all fee rates, and propose amendments as required. They administer the City's high volume grant program, including maintaining accurate project accounting records for capital and special projects of varying duration to support the complex financial components of applications and preparing related reports, liaising with other departments to confirm revenue recognition and determine revenue and spend forecasts. Additionally, the Revenue Accountant performs a variety of internal control and audit functions and assists with financial planning and reporting functions related to their area of responsibility. This position will act as the Tempest software super user for the finance department.

As a member of the City of Colwood team and workplace community, you will be responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

A complete job description is available at [Employment & Volunteering | City of Colwood](#)

MINIMUM TRAINING AND EXPERIENCE REQUIRED*

- A degree in a relevant business program with a recognized professional accounting designation (CPA). Consideration may be given to applicants currently enrolled in and near completion of a CPA designation and who have the preferred relevant experience.
- Minimum of 5 years progressive experience in an accounting/finance role(s), preferably with at least 3 years in a municipal setting and including property tax administration.

**An equivalent combination of training and experience may be considered.*

PREFERRED TRAINING AND EXPERIENCE

- Experience with property tax administration is a strong asset.
- Experience with current municipal financial software is an asset.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Valid Class 5 BC driver's licence is an asset.

Using the subject line **POSTING ID# COC20250430_REVA**, please submit your resume & cover letter describing how you meet the position requirements, in confidence, to the Manager of Finance at careers@colwood.ca.

This posting closes at 4:30pm on Wednesday, May 14, 2025.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace. We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

