



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20251105_FINC
POSITION TITLE:	FINANCIAL ACCOUNTANT
DEPARTMENT:	FINANCE
POSITION TYPE:	TEMPORARY UNION AUXILIARY POSITION – <i>up to a 12-month term</i>
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 18 - \$55.04/hr (2024 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm, up to 35 hours per week
BENEFITS:	Per the Terms of the Collective Agreement for Auxiliary employees.

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 **FINANCIAL ACCOUNTANT** in our Finance department for up to a 12-month term, dependent on operational need. This is a **TEMPORARY AUXILIARY 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. This temporary appointment offers flexible scheduling Monday through Friday, with hours up to 35 per week based on operational demands. Part-time schedules will be considered; however, the ability to work full-time hours may be required at times.

NATURE AND SCOPE OF WORK

Reporting to the Manager of Finance, the Financial Accountant performs accounting work of considerable variety, complexity, and responsibility. The work performed requires public sector accounting standard (PSAS) knowledge, local government finance experience, and the ability to work effectively within a team as well as independently.

The Financial Accountant will work under general direction and minimal supervision and use sound independent judgement in adapting and applying procedures to address and resolve unusual or problem situations.

The incumbent prepares, maintains, and analyzes all non-revenue related general ledger accounts/activities and records and is the supervisor of the accounting cycle, including the supervision and training of junior staff. The Financial Accountant maintains the City's Chart of Accounts, financial and budget software, while ensuring year to date amounts are accurate and timely. The incumbent prepares adjusting journal entries as required, including monthly, quarterly and year end entries, and prepares or assists in preparing a variety of financial reports for internal and external stakeholders. The Financial Accountant prepares working papers and audit files, assists with





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the preparation of the annual financial statements, and liaises with external auditors as necessary during the annual audit. The Financial Accountant performs a variety of internal control and audit functions and assists with financial planning functions. This position will act as the Great Plains software super user.

As a member of the City of Colwood team and workplace community, the incumbent is 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 or diploma in a relevant business program with intermediate financial accounting courses.
- Valid accounting designation (CPA).
- Minimum of 5 years of similar experience in a local government setting, including experience with the full accounting cycle and the preparation of working papers and audit related documentation. Preference will be given to candidates with direct experience as the staff liaison with external auditors.
- Minimum of 2 years supervisory experience, preferably in a unionized setting.
- Valid Class 5 BC driver's licence is an asset.

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

PREFERRED TRAINING AND EXPERIENCE

- Experience with current municipal financial software is an asset.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Valid Class 5 BC driver's licence is an asset but not required.

Using the subject line **POSTING ID# COC20251105_FINC**, 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, November 19, 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.

