



## CITY OF COLWOOD JOB POSTING

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<b>POSTING ID #:</b>	<b>COC20220428_FACT</b>
<b>POSITION TITLE:</b>	FINANCIAL ACCOUNTANT
<b>DEPARTMENT:</b>	FINANCE
<b>POSITION TYPE:</b>	FULL TIME REGULAR, UNION POSITION
<b>POSTING TYPE:</b>	INTERNAL/EXTERNAL
<b>SALARY:</b>	Pay Grade #18 \$49.50/hr (2021 rate)
<b>HOURS OF WORK:</b>	35 hours per week, Monday – Friday between the hours of 8am – 5pm
<b>BENEFITS:</b>	A comprehensive benefits plan as per the terms of the Collective Agreement.

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***Do you thrive in a fast-paced environment where you are able to work on a variety of tasks that help to build a strong community? If so, join us in Colwood and enjoy a unique connection to nature, a rich heritage, and incredible potential.***

The City of Colwood is a rapidly growing seaside community which is home to nearly 19,000 residents and is located 25 minutes from downtown Victoria. The Finance department provides service and support to the entire organization. The City of Colwood has an opportunity for a **FULL-TIME REGULAR FINANCIAL ACCOUNTANT**; this is a UNION position with CUPE Local 374.

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 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.

### **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.

A complete job description (under review) is available at [www.colwood.ca/careers](http://www.colwood.ca/careers)

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Using the subject line **POSTING ID# COC20220428\_FACT**, please submit your resume and cover letter, in confidence, to **Marlie Boven, Manager of Finance** at [careers@colwood.ca](mailto:careers@colwood.ca).

Applications will be accepted until the position is filled.