**POSTING ID #**: **COC20220610\_MFIN**

**POSITION TITLE**: MANAGER OF FINANCE

**DEPARTMENT**: FINANCE

**POSITION TYPE**: FULL TIME REGULAR, EXEMPT POSITION

**HOURS OF WORK**: 35 hours per week, Monday – Friday between the hours of 8am – 5pm

The City of Colwood is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life. Colwood is a fast-growing community combining the amenities of a larger centre with the relaxing atmosphere of a small town. Located 25 minutes from downtown Victoria, Colwood offers beautiful parks, fantastic recreation facilities, historical sites, and excellent post secondary opportunities. With a population of over 18,000, Colwood is aspiring to be a thriving community.

The City has an exciting opportunity for a motivated, self-starting and energetic individual to join our leadership team as the **FULL TIME REGULAR MANAGER OF FINANCE.** This position is exempt from the bargaining unit.

**NATURE AND SCOPE OF WORK**

As a member of our leadership team and under the direction and supervision of the Director of Finance and Chief Financial Officer (CFO), the Manager of Finance contributes to and is responsible for a variety of complex duties including preparing annual financial statements and annual municipal financial reports, coordinating the annual audit process and managing general and day to day accounting operations, including payroll services, purchasing and customer service. In addition, the manager is responsible for all aspects of leading, managing and developing the team of dedicated staff who comprise the Finance team.

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

**POSITION REQUIREMENTS**:

In addition to a CPA designation and a degree or diploma in a related field (with completion of financial accounting courses), you should have strong knowledge and practice in municipal financial administration with demonstrated experience in implementing best practice financial processes, financial information systems, accounting, financial planning, budgeting and financial reporting as well as well-developed team leadership and supervisory skills and experience.

Using the subject line **POSTING ID# COC20220610**, please submit your resume and cover letter, in confidence, to **Jenn Hepting, Director of Finance** at [careers@colwood.ca](mailto:careers@colwood.ca).

A review of interest will begin on June 24, 2022; but the posting will remain open until filled.