



## CITY OF COLWOOD JOB POSTING

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<b>POSTING ID #:</b>	<b>COC20230303_REVAC</b>
<b>POSITION TITLE:</b>	REVENUE 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 \$53.43/hr (2023 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.***

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.

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.

### **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.
- 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# COC20230303\_REVAC**, please submit your resume and cover letter, in confidence, to **Kathy McLennan, Manager of Finance** at [careers@colwood.ca](mailto:careers@colwood.ca).

A review of interest will begin on March 15<sup>th</sup> however; applications will be accepted until the position is filled.