



CITY OF COLWOOD JOB POSTING

POSTING ID #: COC20201118
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 has an opportunity for a **FULL TIME REGULAR MANAGER OF FINANCE**. This position is exempt from the bargaining unit.

NATURE AND SCOPE OF WORK

The City of Colwood has an exciting opportunity for a motivated, self-starting and energetic individual to manage the day to day general accounting department operations and supervising 5-10 dedicated department staff.

As a member of our City's leadership team and under the direction and supervision of the Director of Finance, the Manager of Finance contributes and is responsible for a variety of complex duties including preparing annual financial statements and annual municipal financial reports, coordinating the annual audit process, managing general accounting operations, payroll services, customer service and purchasing.

A complete job description is available at 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.

Using the subject line **POSTING ID# COC20201118**, please submit your resume and cover letter, in confidence, to **Jenn Hepting, Director of Finance** at careers@colwood.ca.

Applications will be accepted until 4:30pm on Friday, December 11, 2020.