



DISTRICT OF SAANICH  
FINANCE DEPARTMENT  
ACCOUNTING SERVICES

## **ASSISTANT ACCOUNTANT**

### **Permanent Full Time Position**

If you are a strong communicator and enjoy working on a team, the District of Saanich has an opportunity for you. The Assistant Accountant performs a variety of technical accounting functions, assists with special projects, prepares reports and conducts analysis of various accounts. Working closely with the accountants for trouble-shooting financial requests and resolving issues from employees in all departments, the Assistant Accountant researches, prepares and explains solutions to financial issues of varying complexity.

The ideal candidate thrives in an environment where critical thinking skills are needed and accuracy and attention to detail are essential. Candidates must possess excellent written and verbal communications skills and be proficient in computerized data processing systems including Excel and word processing and email client systems including Word and Outlook.

Requirements include a Bachelor's degree in Commerce or undergraduate degree with post degree accounting courses; three years experience directly related to the duties and responsibilities specified above including internal control processes and reviews/audits. Experience with JDE/ERP software is considered an asset.

In addition, candidates will be proficient with computerized data processing systems including Excel; proficient with word processing and email client systems including Word and Outlook; and have the ability to communicate effectively, orally and in writing. Candidates with an equivalent combination of education and experience may be considered.

The successful applicant will work Monday to Friday from 8:30 a.m. - 4:30 p.m. (35 hours per week) with flex days and a possibility of a modified work schedule. Occasional work from home is available depending on work assignments.

**This is a C.U.P.E. Local 2011 position with a wage of \$41.17 per hour and an excellent benefits package.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on Thursday, August 31, 2023 quoting competition 23269 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. **Your application must include a cover letter and resume.** As a component of the selection process, testing will be conducted. Only those under consideration will be contacted.

**The District of Saanich is recognized as one of BC's Top Employers for 2023.** As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca). We thank all applicants for applying.