



DISTRICT OF SAANICH
FINANCE DEPARTMENT
FINANCIAL SERVICES DIVISION

CAPITAL BUDGET COORDINATOR Permanent Full Time Position

The Finance Department invites a motivated, detail orientated and highly organized individual to join our dedicated Finance team in the role of Capital Budget Coordinator. Reporting to the Manager of Financial Planning, this position coordinates the setup, maintenance and monitoring of the capital budget of engineering projects in consultation with the Engineering Director, section heads and project managers. The Capital Budget Coordinator sets up, transfers and closes project budgets and work orders, prepares and modifies requisitions for purchase orders, and oversees budget spreadsheets. Acting as the financial liaison between Finance and Engineering, the successful candidate will assist both management and staff in tracking, monitoring and reconciling capital project charges and budgets, analyse and recommend improvements to processes and procedures and prepare periodic reports to monitor budget-to-actual results flagging and investigating potential concerns.

The ideal candidate thrives in an environment where multitasking is required and accuracy and analytical thinking skills are essential. Candidates must have advanced courses in or equivalent working experience with Microsoft Office software, financial software packages and databases.

Requirements include: Grade 12 or equivalent; two years in a certified accounting program or equivalent; three years of progressive working experience in an office environment, including two years of experience in a financial environment performing financial record keeping and maintenance, and budget control and costing. Candidates with an equivalent combination of education and experience may be considered. The successful candidate will work Monday to Friday, 8:30 a.m. – 4:30 p.m.

This is a C.U.P.E. Local 2011 position with a wage of \$39.72 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. Please apply by 11:45 p.m. on Thursday, September 12, 2024 quoting competition 24255 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will also be conducted. We thank all applicants for applying. Only those under consideration will be contacted.