

Careers

Infrastructure Finance and Administration Services Supervisor



It all adds up!

The City of Kelowna has an opportunity for you! Our dynamic team provides financial support for the City's Infrastructure business units. Within this team, The Finance and Administration Services Supervisor maintains efficient and effective administration and financial support to ensure the operation of this branch meets all the needs of the Infrastructure Division and Corporation. The position is responsible for operating practices and functions within the Infrastructure Division. Budgeting, financial reporting, capital project coordination, customer service and staff development are key functions in this role.

You have extensive administration management and experience in the areas of financial management, human relations along with supervisory experience. University level degree in Business or Accounting and/or Professional Designation plus several years extensive experience. You will have experience with to critically analyze data, interprets information, audit operations and expenditures. You will complete business analysis and business plans for operation divisions. Your knowledge and experience with accounting practices will help you to ensure staff is trained on various systems, equipment and provide technical support for staff on these systems and best practices.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

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Apply online at www.kelowna.ca/careers

Applications must be received by end of day **September 25, 2024**