



HUMAN RESOURCES

PERMANENT FULL-TIME MANAGER, FINANCIAL SERVICES & SPECIAL PROJECTS

(Competition 24-119)

Position Overview

The City of Nanaimo is seeking a permanent full-time Manager, Financial Services & Special Projects. Reporting to the Director, Finance, the incumbent is responsible for direction and control of the Payroll and Revenue Services sections, and for the delivery and execution of special projects. There is a requirement to report on complex financial matters and to make policy recommendations to senior management.

The Manager, Financial Services & Special Projects is accountable for the statutory responsibilities of the City Collector as prescribed by the Municipal Act and City bylaws. The incumbent exercises considerable independent judgement and action in their daily work and only matters of major impact or policy are referred to the Director.

Qualifications

Applicants must have completion of a recognized British Columbia Professional Accounting Designation (CPA) and 5 years' related experience in a variety of accounting practices, including proven management supervisory experience in municipal government. Experience with the collection of municipal taxes, process improvements and the successful implementation of financial software programs would be an asset. An equivalent combination of education and experience may be considered. A valid Class 5 BC Driver's Licence is required.

Additional Information

This is a 35 hour per week, permanent full-time exempt position with the salary range of \$136,804 to \$145,536 including a competitive benefits package. Relocation assistance may be provided to the successful applicant.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 24-119 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as remote work programs and vacation credit for municipal service.

Posting Date

Wednesday, January 15, 2025

Application Deadline

Open until filled

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
Phone: (250) 755-4406

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