



## FINANCIAL ANALYST - CAPITAL

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

### What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the 2023 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

### Summarized Position Responsibilities:

This Financial Analyst - Capital position is responsible for fixed asset accounting and forecasting, and monitoring debt schedules, along with preparing reports for federal and/or provincial programs. This position will also perform other necessary financial reconciliations, internal audits, analytical reports, financial reports and assist with preparation of year-end financial statements and financial plan and other specialized functions, including ongoing monitoring of budget.

### Our Ideal Candidate:

- Undergraduate Degree in Accounting/Finance, CPA designation
- A minimum of 5 years municipal experience, minimum of 2 years working experience in a leadership capacity
- Experience with Vadim or similar enterprise software is essential
- Ability to obtain and maintain a Police Information Check
- Advanced knowledge and experience with Microsoft Office Suite, SharePoint
- Ability to interpret regulations, by-laws, contracts and procedures of a diverse nature
- Knowledge of PSAB, Community Charter, Financial Information Act, and Local Government Act
- Considerable knowledge of the accounting principles, practices, rules, regulations, and procedures governing municipal tangible capital asset valuation and amortization, including asset retirement obligations
- Ability to analyze and interpret various accounting and purchasing information and data, and to determine the impact on tangible capital asset valuation and related matters
- Knowledge of a wide range of accounting functions and fund accounting policies, strong analytical and problem-solving skills
- Strong analytical and problem-solving skills
- The ability to compose and type both routine and complex correspondence
- The ability to exercise courtesy, tact and diplomacy in the exchange of information with employees and other contacts
- Sustained high attention to detail and the ability to maintain accuracy
- Excellent communication skills – verbal and written

Applications are accepted online at [westkelownacity.ca/jobs](https://westkelownacity.ca/jobs). We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

**Competition No. 25-22E | Opens February 19, 2025 | Closes May 12, 2025**

**Full Time – Permanent | 35 hrs/wk | \$51.77/hr**

**Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years**

Human Resources Department  
2760 Cameron Road, West Kelowna, BC V1Z 2T6  
[westkelownacity.ca/jobs](https://westkelownacity.ca/jobs) | 778-797-1000