

## Financial Planning Analyst

### Permanent Part-time (17.5 hours per week)

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values-**collaboration**, **service**, **accountability** and **sustainability** help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at [www.comoxvalleyrd.ca/about/careers/work-cvrld](http://www.comoxvalleyrd.ca/about/careers/work-cvrld)

We are accepting applications for a part-time **Financial Planning Analyst** to join our team. The Financial Planning Analyst performs complex budget and financial planning duties, including deep analysis of revenue and expenses, identifying trending and anomalies, performance metric calculations, life cycle costing analysis and cost of carbon calculations. Reporting to the Manager of Financial Planning, the primary responsibilities of this role include:

- Collaborating with budget managers and department staff to prepare annual multi-year budgets in a timely manner;
- Conducting analysis, developing models and implementing multiple-year strategies for fees and charges;
- Providing support and guidance to budget managers;
- Supporting the implementation of corporate energy and emissions initiatives;
- Developing and maintaining 10-year operating and capital financial plans;
- Preparing monthly, quarterly, and year-end variance analysis, forecasting and

reporting;

- Administering the grant application process, reconciliations, documentation and databases;
- Supporting the development and maintenance of corporate asset management practices;
- Attending meetings to support the delivery of financial reports and analysis and providing expert opinions as needed;
- Supporting the Senior Financial Analyst with timely, consistent and accurate reporting of related financial data for assigned minor and major capital projects;
- Supporting management in developing business cases, including determination of financial implications, analysis and forecasting as required;
- Participating in the development of innovative approaches and financial strategies;
- Creating an effective and cooperative partnership with staff from various departments.

Our ideal candidate is:

- Passionate about detail-oriented work and committed to continuous improvement;
- A strong communicator with a collaborative approach, including the ability to train and assist internal clients with accounting procedures and troubleshoot software issues;
- Organized, analytical and creative when it comes to problem solving;
- Able to work independently, anticipate and balance multiple demands and priorities and meet deadlines;
- Experienced in accounting and/or finance with a minimum of three years directly related accounting experience preferably in local government and considerable knowledge of generally accepted accounting principles and public sector accounting board standards and practices;
- Educated in accounting and/or finance having completed a four-year degree from a recognized post-secondary institute;
- Chartered Professional Accountant (CPA) designation is required;
- Knowledgeable in personal and network computer systems and relevant accounting software including spreadsheet, word processing, reporting and presentation software; including advanced knowledge of Questica, City Works and iCity programs;
- An advanced user of Microsoft Office, with emphasis on data management and reporting in Excel and strong utilization skills with SharePoint.

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

This is a CUPE Local 556 position with a current wage rate of \$45.57 per hour.

**The minimum hours of work for this position are 17.5 hours per week (additional hours may be required), between 8:30 am and 4:30 pm with the work schedule/days of the week to be determined. Flexible work options are available upon approval of an alternate work agreement following successful completion of the six-month probationary period. This position is eligible for the employer-paid benefits plan and municipal pension plan (waiting periods apply).**

To review the complete job description and to apply go to [www.comoxvalleyrd.ca/jobs](http://www.comoxvalleyrd.ca/jobs).

The closing date for this position is June 16, 2025 at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted. If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

*The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

*The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.*