

# ASSISTANT CONTROLLER

(FULL-TIME) (TIME DURATION)

Competition #2025-32

June 25, 2025



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in its eight electoral areas and six-member municipalities. Stretching from Abbotsford to Boston Bar, the FVRD is one of the fastest-growing regional districts in BC. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included.

We have an exciting opportunity for an energetic and self-motivated individual to fill the time-duration position of Assistant Controller, with the term ending on July 3, 2026. Reporting to the Controller/Deputy CFO, the successful applicant will be responsible for the duties and responsibilities associated with the delivery of the Financial Services, which include the functions of in-house Payroll, Cash Receipting, Accounts Receivable, Accounts Payable, and General Accounting. They will be a positive team player and lead the Financial Operations team by example, demonstrating the highest standards of professionalism, work ethic and values.

The ideal candidate will possess:

- » Completion or near completion of an accounting designation with a minimum 5 years of progressive relevant work experience, preferably with a minimum 2 years of supervisory experience in a local government setting and ability to work in a team-based environment or an equivalent combination of relevant experience and/or education/training;
- » Experience of responsibility for the quality and content of financial data, reporting, and audit coordination Payroll experience is considered an asset;
- » Ability to translate financial concepts to departmental Manager/Directors and to effectively collaborate with colleagues who do not necessarily have finance backgrounds;
- » A strong understanding of all legislation and regulatory regimes which are applicable to this position;
- » Technology savvy with experience using Microsoft products; knowledge of accounting and reporting software;
- » Excellent leadership, communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders;
- » Strong project management, organizational, and analytical skills and demonstrated ability to manage multiple technically complex and challenging projects;
- » Personal qualities of integrity, ingenuity, accountability and professionalism which are values and commitments of the FVRD;
- » Pass a Criminal Record Check.

This exempt position has an annual salary range of \$109,000.00 - \$125,000.00 plus 16% in lieu of benefits and is commensurate with experience.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents and FVRD employees, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Visit [www.fvrd.ca/careers](http://www.fvrd.ca/careers) to apply for this competition by 4:30 p.m. on July 14, 2025.

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.  
Review of applications will begin upon receipt.*