

CAPITAL ACCOUNTING ADMINISTRATOR

Regular Full-Time

Asset Management & Capital Planning / Civic Operations

Support Capital Projects with Precision and Insight

About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs, and professional development, the City of Prince George offers a safe and supportive workplace in which to serve our community.

About the opportunity:

The Capital Accounting Administrator is responsible for providing senior-level administrative, financial, and reporting support to the Asset Management & Capital Planning (AMCP) Division. You will support the AMCP Manager and the project team throughout the capital project lifecycle to ensure that projects are completed on time, within budget, and according to specifications. As an Administrator, you will assist with financial reporting, budgeting, job costing, records management, and other project-related tasks that are essential for successful project completion. Additionally, you will track the status of capital projects by developing, maintaining, and training users on integrated software systems. Your responsibilities also include assisting with the development and maintenance of administrative guidelines and procedures. You are expected to work independently in a self-directed manner, demonstrating significant initiative and sound judgment. Other related duties may be assigned as needed. **Please note that as a condition of employment, you will need to obtain and maintain a clear Police Information Check for any offenses related to the job. A valid full privilege Class 5 driver's license (or out of province equivalent) is also required.**

About your background:

You have graduated from high school and completed a two-year post-secondary diploma in finance, accounting, or a related discipline, including accounting courses from an accredited post-secondary institution recognized in the BC Transfer Guide. You possess at least five years of progressive administrative and accounting experience including administering budgets, accounts payable, accounts receivable, year-end accounting procedures, maintaining paper and electronic filing systems, and developing and maintaining administrative support procedures and processes.

Why You Will Love Working for our Asset Management team at the City of Prince George:

- Combine your financial expertise and administrative skills in a dynamic, self-directed environment.
- Use your initiative and insight to directly contribute to successful outcomes.
- Enjoy a competitive wage of \$39.73 - \$40.74 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by October 20, 2025 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

Want to know more about this exciting career?

Please refer to the job description on our website for more details!

Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.