

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 plays a vital role in providing senior-level administrative, financial, and reporting support to the Asset Management & Capital Planning (AMCP) Division. In this position, you will assist the AMCP Manager and project team throughout the capital project lifecycle, ensuring that projects are completed on time, within budget, and according to specifications. Your responsibilities will include financial reporting, budgeting, job costing, records management, and various project-related tasks that are crucial for successful project execution. You will also track the status of capital projects by developing, maintaining, and training users on integrated software systems. Furthermore, you will help develop and maintain administrative guidelines and procedures. We expect you to work independently and self-direct your efforts, demonstrating significant initiative and sound judgment. Additional related duties may be assigned as needed.

About your background:

You have successfully graduated from high school and completed a two-year post-secondary diploma in finance, accounting, or a related discipline, which includes accounting courses from an accredited post-secondary institution recognized in the BC Transfer Guide. Additionally, you have gathered at least five years of progressive experience in administrative and accounting roles. This experience encompasses managing budgets, overseeing accounts payable and receivable, handling year-end accounting procedures, maintaining both paper and electronic filing systems, and developing as well as refining administrative support procedures and processes. **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.**

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 \$41.32 - \$42.37 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by June 1, 2026 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.