



INTERNAL JOB OPPORTUNITY – FULL TIME

Accounts Supervisor

Posting #PRC2024-24

The Parks, Recreation and Culture Administration department is seeking an energetic, organized and positive thinking leader to support their Accounts team. Reporting to the Director of Parks, Recreation and Culture the Accounts Supervisor performs supervisory, financial, accounting and administrative duties. Oak Bay Parks, Recreation and Culture offers a fantastic Municipal Benefits package which includes Pension Plan, Health and Dental coverage, vacation, and sick time entitlement. Other benefits include a Staff facility pass that provides access to our weightrooms, pool, skating rink, and drop-in fitness classes.

RESPONSIBILITIES

- Supervises, coaches, and evaluates full time and auxiliary Accounts staff and assists the Director in the recruitment of new Accounts staff.
- Oversees accounts payable and receivable including but not limited to revenue and cash collection and tracking, bank returns, journal entries and general ledger updating and reconciliations.
- Provides guidance and direction on department purchasing processes.
- Assists with monthly revenue and expenditure reporting.
- Assists with and supports management in budget preparation, reporting and year-end audit preparation.
- Provides oversight of invoicing for the Parks, Recreation and Culture department.
- Supports department staff in grant applications and reporting ensuring compliance with grant agreements including child care subsidies and provincial child care programs.
- Monitors and reports on the status of outstanding accounts receivable accounts and initiates collection activities.
- Acts as liaison to the District’s Finance Department and ensures smooth communications are maintained between Accounts and other departments.

QUALIFICATIONS

- A minimum of a certificate in business administration, commerce or related specialty including finance and/or accounting courses.
- A minimum of two years’ experience in leadership or supervision, A/P, A/R and GL reporting.
- Experience with Tempest or Vadim software will be considered an asset.
- Valid B.C. Driver’s License.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: It is the applicant’s financial responsibility to obtain this).

HOURS OF WORK	Monday – Friday, 8:30am – 4:30pm
LOCATION(S)	Administration Office, Oak Bay Recreation Centre
RATE	35 hour work week, \$34.32-\$36.71 per hour
STATUS	Regular Full Time (This is a union position)
BENEFITS	<ul style="list-style-type: none"> • Municipal Benefits include Pension Plan, Extended Health & Dental coverage, vacation, and sick entitlement. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool

Please submit applications by 4:00pm, Tuesday, April 9, 2024 to:
Job Application Drop Box, Oak Bay Recreation Centre,
1975 Bee Street, Victoria, V8R 5E6; or
Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2024-24 – Accounts Supervisor

Please note that only short-listed applicants will be contacted