



CAREER OPPORTUNITY

Manager of Financial Operations

Regular Full-Time (\$103,812.80 - \$119,064.40/annum – 2024 Rates)

The District of Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small community. Residents enjoy an exceptional quality of life, with kilometers of spectacular ocean shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

The Financial Services and Asset Management department is excited to announce a new opportunity for a Manager of Financial Operations. This is a key role that will oversee the organization's core financial functions and lead a team of talented staff. If you're passionate about driving financial excellence in local government and want to work with a dynamic team, we encourage you to apply. Join our newly appointed Chief Financial Officer and Deputy Director of Financial Services and become part of the Oak Bay team.

Reporting to the Deputy Director of Financial Services, the Manager of Financial Services is responsible for the management of the day-to-day operations of billing and collection of revenues from property taxes, utilities, licenses, building permits, grants and various other sources of revenue as well as the reporting and accounting functions ensuring the accuracy and timeliness of day-to-day activities of accounting, accounts payable, cash clearing, deposits and internal and external reports.

Our ideal candidate has a Bachelor's Degree in Accounting or Business, a Certified Professional Accountant (CPA) Designation, a minimum of five years of related management experience in a unionized environment, in addition to experience with financial systems, including point of sale and billing systems. An equivalent combination of education and experience may be considered.

Shortlisted applicants may be required to undergo a verification of their skills by completing writing, computer and/or skill testing assessments.

In addition to a competitive salary, we offer a supportive and collaborative work environment with continued career and professional development opportunities, as well as opportunities for flexible work arrangements. As an employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

If your qualifications and experience align with our needs, we want to hear from you! Please apply in confidence by **4:30 p.m. on December 13, 2024**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at <https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>, which outlines in greater detail the key accountabilities and required qualifications.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you have been shortlisted and require accommodation throughout the hiring process, we would be pleased to discuss how to best accommodate your needs.