



# SENIOR ACCOUNTANT

## THE OKANAGAN LIFESTYLE IS CALLING!

West Kelowna is an emerging city where opportunity awaits in the spectacular Okanagan Valley. Captivating lakes and mountains, orchards and vineyards provide countless recreational opportunities. Find your life balance here and grow your career with us. Live and work in a place that Maclean's Magazine has named one of the best places to live in Canada. Spend weekends wine tasting, picking fresh locally grown produce, mountain biking through stately pine forests or swimming or kayaking in beautiful Okanagan Lake. We offer competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. West Kelowna is calling! We love it here and we are certain you will too!

### Position Responsibilities:

This Senior Accountant position is responsible for fixed asset accounting, reconciling and monitoring debt schedules, along with preparing reports for federal and/or provincial programs. This position will also perform other necessary financial reconciliations, internal audits, review GST and PST returns, analytical reports, financial reports and assist with preparation of year-end financial statements and financial plan and other specialized functions, including ongoing monitoring of budget. The Senior Accountant will in conjunction with the Financial Services Manager, provide direction and assist with setting priorities of workload for accounting personnel.

### Our Ideal Candidate:

- Undergraduate Degree in Accounting/Finance
- CPA designation
- A minimum of 5 years municipal experience
- Minimum of 2 years working experience in a leadership capacity
- Experience with Vadim or similar enterprise software is essential
- Ability to obtain and maintain a police information check
- Advanced knowledge and experience with Microsoft Office Suite (Outlook, Word, Excel)
- Ability to interpret regulations, by-laws, contracts and procedures of a diverse nature
- Knowledge of payroll procedures, government requirements and union contracts
- Knowledge of PSAB, Community Charter, Financial Information Act, and Local Government Act
- Knowledge of a wide range of accounting functions and fund accounting
- The ability to compose and type both routine and complex correspondence
- The ability to exercise courtesy, tact and diplomacy in the exchange of information with employees and other contacts
- Sustained high attention to detail and the ability to maintain accuracy
- Excellent communication skills – verbal and written

**Information for Applicants:** The City of West Kelowna has a COVID-19 Vaccination Policy that requires all employees to be fully vaccinated as a condition of hire and continued employment. Candidates who can establish that they cannot be fully vaccinated for a valid reason related to a protected ground under the British Columbia Human Rights Code may request an exemption.

**Applications are accepted online at [www.westkelownacity.ca/jobs](http://www.westkelownacity.ca/jobs).** We thank all applicants for their interest; however only those selected for further consideration will be contacted.

**Competition No. 22-74E, Closes December 11th, 2022**

**Full Time – Permanent | 35 hrs/wk | \$46.03/hr**

**Benefits | Municipal Pension Plan | Earned Time Off Program**