



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

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| Position: | Financial Services Specialist |
| Status: | Temporary Full-Time (anticipated end date December 31, 2025) |
| Work Area: | Finance |
| Posting Date: | July 8, 2024 |
| Closing Date: | July 22, 2024 |

GENERAL SUMMARY

Reporting to the Director of Financial Operations, the Financial Services Specialist provides exceptional customer service and a diverse range of accounting functions for Financial Services team members and operational departments throughout the District.

KEY RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values in their work: Respect, Integrity, Connection and Progress.
- Serves as a primary point of contact for internal customers, responding to inquiries and providing information and assistance.
- Provides accounting advice and assistance to operational departments and Finance team members.
- Regularly solicits feedback from internal and external customers and acts on the feedback received.
- Performs accounting, analysis, and reconciliations.
- Monitors and analyzes expenditures and investigates budgetary variances.
- Financial grant administration and reporting.
- Assists with the maintenance of the tangible capital asset database.
- Assists with the preparation of operating and capital budgets.
- Prepares journal entries and supporting working papers.
- Participates in the month end, quarter end, and year – end processes and procedures.
- Enforces policies and procedures as required.
- Participates in the implementation and improvement of financial and related software.
- Participates in special projects for and on behalf of the department.
- Reviews financial business processes throughout the District and initiates or recommends improvements to achieve efficiencies and ensure strong financial internal controls.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Sound knowledge of advanced principles, practices, and standards of accounting, auditing, and budgeting.
- Ability to interpret, analyze, and convey complex financial information, concepts, rules, and standards to all levels of the organization.
- Sound knowledge of, and experience working with, the bylaws, regulations, statutes, and policies governing operations of local government financial services.
- Strong Microsoft Office skills with advanced proficiency in Excel; experience working with financial database software.
- Excellent time management skills with the ability to prioritize and manage multiple tasks and work within tight deadlines.
- Excellent interpersonal and communication skills with the ability to deal with customers in a professional manner.
- Self-motivated and proactive, consistently taking the initiative to drive progress and achieve objectives.
- Ability to understand when information is confidential, maintain discretion and confidentiality, and comply with privacy legislation.
- Ability to work cooperatively with other departments without compromising internal controls.
- Ability to adapt and respond to administrative and technological change.
- Ability to interpret and comply with procedures and policies.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting or a related field
- A minimum completion of CPA Core #1 and Core #2 of the CPA Professional Education Program (CPA PEP) or equivalent
- A minimum of 5 years work experience working in an accounting or financial analyst role
- Work experience in a municipal environment would be an asset



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OR

- An equivalent combination of education, training, and experience may be considered for candidates with substantial local government finance and accounting experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly. Fortnight schedule. Current shifts (subject to change) range between the hours of 8:00am to 5:00pm, Monday to Friday.

Salary: \$44.51 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

Direct Your Application (Quoting Competition #) To: #24-83

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3 E-mail: jobs@squamish.ca

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include "Accessibility" in the subject line. We thank all applicants for applying.