



# 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

|                      |   |
|----------------------|---|
| <b>Position:</b>     | <b>Senior Financial Services Specialist</b> |
| <b>Status:</b>       | Permanent Full-Time                         |
| <b>Work Area:</b>    | Financial Services                          |
| <b>Posting Date:</b> | April 27, 2026                              |
| <b>Closing Date:</b> | Open until filled                           |

## GENERAL SUMMARY

Reporting to the Director of Financial Operations, the Senior Financial Services Specialist is responsible for the leadership and management of the Financial Services Specialist team.

## 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.
- Manages and leads reporting staff, including hiring, scheduling, assigning and reviewing work, training, coaching and development, and performance management up to and including terminations
- Responsible for the effective management, oversight, and administration of financial services.
- Oversees all functions of Financial Services Specialists including departmental support, grant management, debt management, permissive tax exemptions, developer related financial responsibilities, and tangible capital assets accounting.
- Provides strategic and operational direction, advice, and information on financial services.
- Solicits feedback from departments and acts on the feedback received.
- Provides financial training, best practices process development, and financial process guidance to all departments.
- Oversees the Financial Services Specialist month end, quarter end, and year-end processes.
- Prepares reports to Council and delivers Council presentations.
- Assists with the preparation of operating and capital budgets.
- Prepares the annual financial statements and other statutory financial reporting.
- Assists with all aspects of year-end, audit preparation, and other statutory reporting as required.
- Implements new and changing Public Sector Accounting Standards.
- Participates in the implementation and improvement of financial and related software.
- Participates in departmental and organizational projects on behalf of the department.
- Provides coverage for the Director of Financial Operations.
- Performs related duties as required.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge in Public Sector Accounting Standards and internal controls.
- Thorough knowledge of the Community Charter, Local Government Act, and related regulations.
- Knowledge of computerized databases and financial systems.
- Strong leadership skills in supervision, performance management, and communication.
- Excellent interpersonal, communication, and presentation skills and the ability to deal with people in a professional manner.
- Advanced computer skills, ERP experience, and thorough knowledge of Excel.
- Ability to give sound advice and write effective reports and recommendations for the guidance of senior leadership and Council.
- Ability to interpret, explain, report on and provide advice on accounting, budgetary, and financial management issues including rules and regulations.
- Ability to work cooperatively with other departments without compromising internal controls.
- Ability to maintain a high level of accuracy and document audit evidence.
- Ability to work under pressure, manage multiple priorities, meet deadlines, and respond to requests in a timely manner.
- Ability to exercise sound judgement, ensure accuracy, and maintain confidentiality, while managing sensitive and high-impact processes.



# SQUAMISH

HARDWIRED *for* ADVENTURE

## REQUIRED TRAINING, EDUCATION, AND EXPERIENCE

- Chartered Professional Accounting (CPA) Designation
- Bondable
- Your continued employment with the District of Squamish is contingent on you obtaining and maintaining a Police Information Check that is satisfactory to the employer

## AND

- Undergraduate Degree in Bachelor of Commerce or related field
- Minimum of five years of progressive experience working in accounting in a unionized environment
- Minimum five years of supervisory experience
- Work experience in a municipal environment considered an asset

## OR

- An equivalent combination of education, training, and experience may be considered

### 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, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00am to 5:00pm, fortnight schedule.

**Salary:** Salary range: \$120,337.73 - \$132,239.27 as well as a comprehensive benefits package

This is an exempt position and is excluded from Union membership.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #26-41** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

*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](mailto:jobs@squamish.ca) and include Accessibility in the subject line. We thank all applicants for applying.*