

Accounts Supervisor

Posting #PRC2025-41

Oak Bay Parks, Recreation and Culture Administration department is seeking an energetic, organized and positive thinking leader for the Accounts Supervisor position for up to 18 months while the incumbent is on medical leave. Reporting to the Director of Parks, Recreation and Culture the Accounts Supervisor performs supervisory, financial, accounting and administrative duties. Our Auxiliary staff enjoy a free Staff Pass when they work one shift per week, flexibility in hours to accommodate different lifestyles, a culture that cares about work-life balance, and 14% pay on top of their hourly wage in lieu of benefits. We foster a learning environment and provide you with on-the-job training.

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: This is the applicant's financial responsibility to obtain this).

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| HOURS OF WORK | Monday-Friday – 8:30am-4:30pm (35hrs/week) <i>Work hours may vary based on operational requirements.</i> |
| LOCATION(S) | Oak Bay Recreation Centre |
| RATE | \$39.12/hr-\$41.85/hr (\$34.32-\$36.71 per hour plus \$4.80-\$5.14 per hour in lieu of benefits) – 2024 rates |
| STATUS | Auxiliary (This is a union position) |
| BENEFITS | <ul style="list-style-type: none"> • 14% in lieu of benefits per hour. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week) |

Please submit applications by 4:00pm, Wednesday, July 23rd, 2025 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: PRC2025-41 Accounts Supervisor

Please note that only short-listed applicants will be contacted after the closing date of the posting