

## Accountant

### Posting #PRC2025-62

Oak Bay Parks, Recreation and Culture is seeking an experienced and qualified Accountant to join the team! Reporting to the Manager of Financial Operations this role is responsible for coordinating and executing the core financial operations of the PRC Department. This position provides both technical and supervisory oversight across a range of functions including financial reporting, budgeting, purchasing, accounts payable/receivable, and compliance with municipal financial policies. The role requires a strong working knowledge of public sector accounting standards, internal controls, and municipal procedures to ensure accurate, timely, and transparent financial practices. This position combines analytical responsibilities with hands-on accounting tasks—such as bank reconciliations, journal entries, and invoice processing—while also supervising a small team and serving as a financial liaison to the District’s Finance Department. 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.

#### QUALIFICATIONS

- Professional accounting designation (CPA-CA, CPA-CGA, or CPA-CMA) is preferred.
- A degree in Accounting, Finance, or Business Administration is required
- Minimum of four (4) years of directly related experience in accounting, financial reporting, or analysis, ideally in a municipal or public sector setting.
- Demonstrated experience with year-end working papers, financial statement preparation, and adherence to public sector accounting standards (PSAS).
- Experience with payroll in a unionized environment is an asset.
- Knowledge of provincial and federal tax remittance requirements.
- Experience using municipal financial software systems such as Tempest and Vadim is an asset.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant’s financial responsibility to obtain this).

<b>HOURS OF WORK</b>	<b>Monday-Friday – 8:30am-4:30pm</b> <i>Work hours may vary based on operational requirements.</i>
<b>LOCATION(S)</b>	Oak Bay Recreation Centre
<b>RATE</b>	\$51.27/hr-\$55.50/hr (\$44.97-\$48.68 per hour plus \$6.30-\$6.82 per hour in lieu of benefits) – 2024 rates
<b>STATUS</b>	Auxiliary (This is a union position)
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• 14% in lieu of benefits per hour.</li> <li>• Staff Membership to drop-in the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week)</li> </ul>

**Please submit applications by 4:00pm, Friday, September 5<sup>th</sup>, 2025 to:**  
Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6 or  
**Email to:** [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

**Subject line in email should read: PRC2025-62 Accountant**

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