



CITY OF COLWOOD JOB POSTING

POSTING ID #: COC20250327_MFIN
POSITION TITLE: MANAGER OF FINANCE
DEPARTMENT: FINANCE
POSITION TYPE: FULL-TIME REGULAR EXEMPT POSITION
POSTING TYPE: INTERNAL/EXTERNAL
HOURS OF WORK: Monday – Friday between 8am – 5pm; 35 hours per week

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and a part of.

The City has an exciting opportunity for an experienced, motivated, energetic and organized individual to join our leadership team as the FULL TIME REGULAR **MANAGER OF FINANCE**. This position is exempt from the bargaining unit. The ideal candidate has directly related experience in a local government or public sector environment.

NATURE AND SCOPE OF WORK

Under the direction and supervision of the Director of Finance and Chief Financial Officer (CFO), as the Manager of Finance you will contribute to the overall leadership of the City of Colwood as a member of the municipal leadership team and you will be responsible for a broad range of complex duties including, but not limited to, the preparation of annual financial statements and annual municipal financial reports, coordinating the annual audit process, managing general accounting operations, payroll services, customer service and purchasing. You will be responsible for the selection, training, and performance management of the Finance Department staff.

Additionally, as a leader within the City of Colwood team and workplace community, you will model, promote and ensure adherence to all workplace policies and work procedures, including but not limited to demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.





CITY OF COLWOOD JOB POSTING

POSITION REQUIREMENTS*:

- A degree or diploma in a related business program with intermediate financial accounting courses.
- Professional Accounting designation (CPA) is required.
- A minimum of five years of related professional experience including supervisory experience.
- Strong project management, organizational and time management skills.
- Advanced computer skills, including the use of MS Office suite and municipal financial systems.
- Ability to work efficiently under general direction with minimal supervision and use sound independent judgement in adapting and applying procedures to address and resolve unusual or problem situations.

**an equivalent combination of training and experience may be considered.*

A complete job description is available at www.colwood.ca/careers

POSITION COMPENSATION:

The recruitment range for this position is \$120,135.04 (range minimum) to \$141,335.34 (range midpoint) per annum. In alignment with the City's Compensation Philosophy and Exempt Pay Administration Policy, a successful candidate's initial pay offer will be within the recruitment range and will be determined through evidence that they meet the education, training and experience requirements; assessment of their required knowledge, skills and competencies; and with consideration to equity within our existing team. Please note that the full pay range extends to \$162,535.64 (range maximum) per annum.

-
- Applicants are to submit a complete application package which includes a cover letter, resume, and a listing of all personal education, training, and experience relevant to the position.
 - All application packages must reference **Posting ID# COC20250327_MFIN** and are to be submitted to the Director of Finance & CFO via careers@colwood.ca.
 - Review of applications will begin Tuesday, April 8th, 2025; however the posting will remain open until filled.
-

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

