



## Title: **FINANCE OFFICER**

We invite applications for the permanent, part-time position of Finance Officer at the Cowichan Bay Waterworks District.

### **Job Summary:**

Reporting to the District Administrator, this position is responsible for performing a variety of financial support functions primarily relating to revenue and accounts receivable, and also accounts payable duties as needed. Another key function of this position is to provide friendly reception, customer service and administrative support while collaborating effectively with a small group of team members.

### **Skills, Qualifications and Requirements:**

- Completion of an Accounting certificate or diploma, with a minimum of two years experience
- Knowledge of accounting software (Vadim, Sage, or other) would be an asset
- Experience in customer service required
- Excellent communication skills, verbally and in writing
- Highly organized, detail-oriented
- Strong analytical skills to identify trends, patterns, and discrepancies in financial data
- Excellent knowledge MS Office applications (Word, Excel)
- Demonstrated ability to handle a complex and varied workload, often under pressure
- Coverage for vacation and leave of the District Administrator, Finance Officer and/or Meter Reader

### **Hours of Work and Salary:**

- 18-21 hours per week during office hours between 9 am and 4 pm, Tuesday, Wednesday, and Thursday of each week, excluding statutory holidays, with a ½ hour lunch break
- \$28-\$34.00 per hour depending on experience
- After a three-month probationary period, we offer a benefit package, including Extended Health and Dental. A matching RRSP plan is also offered after six months.

### **Conditions of Employment:**

- Successful completion of security screening requirements, which may include a criminal records check
- It is a condition of employment that employees sign and comply with an Oath of Employment, District Values and Standards of Conduct

If you are a motivated individual with a passion for numbers and a desire to contribute to the success of our organization, apply today!

Please visit our website at [www.cowichanbaywater.com](http://www.cowichanbaywater.com) for more information.

If you have any questions, or would like to apply with your resume and a cover letter, please contact us by May 13, 2024, by email ONLY to [info@cowichanbaywater.com](mailto:info@cowichanbaywater.com)