



TOWN OF VIEW ROYAL

The Town of View Royal is a growing residential community in the Greater Victoria area with an estimated population of 13,219. Our waterfront community has scenic views of Esquimalt Harbour and Portage Inlet, as well as excellent parks and trails, including the Galloping Goose Regional Trail and Thetis Lake Regional Park. Ten minutes from downtown Victoria, View Royal's central location also provides good highway access to the Western Communities and to the Saanich Peninsula, including BC Ferries and the Victoria International Airport.

MANAGER OF ACCOUNTING

Regular Full Time Position

\$119,495.33 - \$132,764.23 (2024 rates)

The Town of View Royal is seeking a qualified candidate to fill the role as Manager of Accounting. Under the supervision of the Director of Finance, the Manager of Accounting maintains overall integrity of the Financial Records of the Town ensuring compliance with generally accepted accounting practices and standards, and to the Town of View Royal's policies and bylaws.

The ideal candidate will have a professional accounting designation (CPA) in good standing or an equivalent combination of education and experience, and a minimum of four (4) years of experience in a similar position, preferably in a local government setting.

Other preferred experience and abilities include:

- Comfortable with the Microsoft Platform: Word, Excel, Power Point, Outlook, Teams, SharePoint, and other Microsoft applications;
- Experience with the Power Platform (Power Apps, Power Automate and Power BI) would be considered an asset;
- Sustained high attention to detail and the ability to maintain accuracy;
- Excellent analytical and organizational skills and a high degree of professional judgment;
- Ability to interpret regulations, bylaws, contracts, and procedures of a diverse nature;
- Knowledge of PSAB, Community Charter, Financial Information Act, and Local Government Act;
- Ability to communicate with tact and discretion, both verbally and in writing, when dealing with town officials, members of the public and other employees;
- Ability to organize tasks to meet deadlines;
- Strong coaching and leadership skills.

A detailed job description is available at www.viewroyal.ca/employment.

Interested candidates are invited to submit a detailed résumé and cover letter no later than 4:30pm, April 10, 2025 to:

Human Resources
Competition #2025-05
Attn: Steven Vella
Town of View Royal
45 View Royal Avenue, Victoria, BC V9B 1A6
Email: hr@viewroyal.ca

The Town of View Royal is an equitable and inclusive employer; we value the 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.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted. If you have been shortlisted and require adjustments to enable participation throughout the recruitment process, we would be pleased to discuss how to best accommodate your needs.