



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced
Finance Clerk- Utility & Taxes

Competition Number 2024-16

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

When you help run a dynamic community, no two days ever feel the same. As part of a growing but tight-knit team, you will have the ability to bring your ideas to the table and influence the organization and the community. Our team is highly collaborative, loves to laugh, is customer service focused, and is dedicated to the fantastic community we serve.

If this sounds like an environment you'd like to be a part of, consider joining us! Click here to learn more: <https://www.centrialsaanich.ca/municipal-hall/employment-bids>

JOB OVERVIEW

Reporting to the Manager of Finance, this position provides customer service assistance and information regarding a variety of municipal services as well as processing payments, updating land records and maintaining utility and taxation accounts and processes.

The ideal candidate will possess a high school graduation diploma, and successful completion of first year of a program in accounting or business administration from a recognized University or College or second level of a recognized accounting program (CPA) and three (3) years of related experience, preferably in a municipal environment or an equivalent combination of education and experience.

To learn more about this position, please visit <https://www.centrialsaanich.ca/municipal-hall/employment-bids>

At the District of Central Saanich we value diversity and are committed to an inclusive, accessible work environment where collaboration and mutual respect bring out the best in all of us. If you need an accommodation for any part of the hiring process, please reach out to us.

The District's COVID-19 Vaccination Policy is currently suspended; however, should circumstances change, you may be required to provide proof of vaccination against COVID-19 to be eligible to continue performing your duties.

The hourly pay rate for this regular, full-time 7 hour per day, Monday to Friday position is \$33.94 to \$36.71 (2024 rates). Interested employees are invited to submit their resume and covering letter, quoting the competition number to resume@csaanich.ca by 4:00 pm on June 10, 2024.

We appreciate your application and interest in working with us; however, due to the volume of applications we receive we are unable to respond to each application and only those candidates under active consideration will be contacted.