

EMPLOYMENT OPPORTUNITY

Senior Accountant

Permanent Full-Time | External

Competition No: 2025-1083



rdncareers@rdn.bc.ca



www.rdn.bc.ca

SKILLS & ABILITIES

- Ability to apply advanced accounting principles, knowledge, and skills to the maintenance of a complex set of accounting and budgeting records.
- Demonstrated ability to interpret complex legislation.
- Superior spreadsheet and database experience and capabilities.
- Excellent interpersonal, written and verbal communication skills.

APPLICATION DETAILS

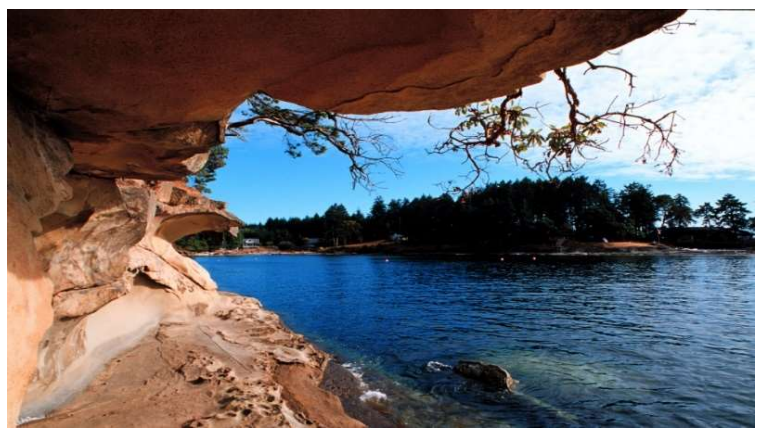
To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1083 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 p.m., on May 29, 2025.**

Date posted: May 22, 2025

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.



ABOUT THE ROLE

The Regional District of Nanaimo (RDN) is seeking a permanent full-time Senior Accountant with the Finance department, based at the RDN Administration Building.

The Senior Accountant plays a crucial role in maintaining the RDN's accounting records and implementing new accounting standards. This role requires a high degree of independent judgment and serves as an essential resource for daily financial oversight, ensuring accuracy and compliance of financial records and processes. Responsibilities include maintaining accounting systems related to capital asset accounting and financial reporting, and advising on both current and emerging accounting and reporting standards. The Senior Accountant also contributes to the development of the annual financial plans for the Regional District of Nanaimo (RDN) and the Nanaimo Regional Hospital District (NRHD).

QUALIFICATIONS

A degree in Accounting, Commerce, or Business Administration is required as well as a CPA designation (formerly CGA, CMA or CA). A minimum five (5) years accounting experience in a role requiring extensive analysis of financial information in a complex organizational environment, with at least one (1) year at a senior level is required. The incumbent must have experience preparing financial statements and reports, implementing new accounting standards, preparing budgets, developing, evaluating and implementing a variety of financial operations and systems, and documenting and implementing accounting policies and procedures. An equivalent combination of education and experience may be considered.

POSITION DETAILS

This is a permanent full-time exempt position offering 35 hours of work per week with a salary range of \$99,975 to \$111,083. This salary is based on the 2024 exempt salary structure and does not reflect the results of the salary review that is currently underway in accordance with the exempt compensation policy. Additionally, this position includes a competitive benefits package including extended health and dental coverage, employer-matched contributions to the Municipal Pension Plan and eligibility to participate in the RDN's flex days program.

POSITION TITLE: Senior Accountant

REPORTS TO: Manager, Capital Accounting and Financial Reporting

DIRECT REPORTS: N/A

POSITION SUMMARY

The Senior Accountant plays a crucial role in the coordination and upkeep of the Regional District of Nanaimo's accounting records, alongside the implementation of new accounting standards. This position demands a high degree of independent judgment and serves as an essential resource for daily financial oversight, ensuring the accuracy and compliance of financial records and processes with established accounting principles, policies, and best practices. Responsibilities include maintaining accounting systems related to capital asset accounting and financial reporting, whilst providing expert advice to ensure adherence to both current and emerging accounting and reporting standards. Additionally, the Senior Accountant contributes to the development of the annual financial plans for the Regional District of Nanaimo (RDN) and the Nanaimo Regional Hospital District (NRHD).

PRIMARY DUTIES AND RESPONSIBILITIES

- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Develops and modifies new and existing policies and procedures and prepares procedural statements to govern the Financial Reporting section of the Finance Department.
- Oversees the preparation of annual financial reports for the RDN and the NRHD ensuring compliance with the Public Sector Accounting Standards. Prepares for, supports, and follows up on external auditors.
- Leads the implementation of new accounting standards by providing professional expertise and advice, recommending necessary changes and ensuring their effective adoption.
- Prepares quarterly and annual financial statement variance reports for the Board, advises managers/departments of these variances.
- Coordinates and provides expertise and advice to departments regarding the preparation of budgets, oversees the preparation of the departmental annual and multi-year financial plans, and prepares budget summaries.
- Assist in the budgeting function and preparation of the annual requisitions and associated budget/financial plan bylaws for the RDN and NRHD as needed.
- Administers capital asset accounting and aids other departments in providing data related to Tangible Capital Assets.
- Conducts research and provides recommendations on capital asset accounting procedures and policies; draft and implement policies as needed.
- Assists in the management of investments of the District's assets.
- Coordinates grant program accounting and assists departments with the preparation of grant fund reporting. Oversees and/or prepares required annual reports with respect to grant funding programs.
- Supports the development cost charge program including preparing spreadsheet analyses, assisting with bylaw preparation, maintaining accounting systems, and annual financial reporting.
- Provides advice and direction with respect to establishing new services, debt financing, and other related financial matters.

- Assists with and/or prepares a variety of complex bylaws.
- Prepares complex financial analyses and written reports for the Manager, Board of Directors, Committees, and other departments as required.
- Develops and implements improvements to financial and compliance controls.
- Participates in and develops specifications, test scripts, and implementation of financial software as required.
- Responds to public inquiries according to approved procedures. Represents the RDN at public and agency meetings and participates on corporate committees as required.
- Provides training and functional direction to the Accountant and Financial Analyst positions, ensuring statutory requirements for financial reporting are completed.
- Acts as the Manager in the absence of the Manager of Capital Accounting and Financial Reporting, including as a signing officer.
- In an emergency situation that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
- Performs other related duties, as required.

REQUIRED EDUCATION AND EXPERIENCE

- A bachelor's degree in Accounting, Commerce, or Business Administration.
- CPA designation (formerly CGA, CMA or CA).
- Minimum five years' related accounting experience in a role requiring extensive analysis of financial information in a complex organizational environment, with at least one (1) year at a senior level.
- Experience in accounting policy/procedure documentation and implementation.
- Experience in developing, evaluating and implementing a variety of financial operations and systems.
- Experience in developing financial reports, preparing budgets, and developing new policies.
- An equivalent combination of education and experience may be considered.

SKILLS/ABILITIES

- Ability to apply advanced accounting principles, knowledge, and skills to the maintenance of a complex set of accounting and budgeting records.
- Demonstrated ability to interpret complex legislation.
- Exceptionally skilled in the use of Excel and other MS Office programs such as Word, Outlook and PowerPoint.
- Demonstrated ability to operate in an integrated Enterprise Resource Planning (ERP) system.
- Ability to multi-task and deliver under pressure and within tight deadlines.
- Ability to analyze financial data and prepare financial reports.
- Excellent communication (verbal and written), interpersonal, and customer service skills.
- Excellent organizational skills.
- Demonstrated ability to establish and maintain positive professional working relationships.
- Ability to apply sound accounting and professional knowledge/judgment to all tasks and assignments.
- Ability to exercise considerable independent judgement with minimal detailed instruction.
- Ability to take initiative, embrace change and focus on collaboration and continual improvement.
- Strong critical thinking and problem-solving skills.
- Ability to lead and motivate others to work together to solve problems and accomplish a common

goal.

- Experience with Vadim iCity software and Municipal Budgeting software would be an asset.
- Strong knowledge of PSAS (Public Sector Accounting Standards), *Local Government Act*, *Community Charter*, *Financial Information Act*, and *Hospital District Act*.