

EMPLOYMENT OPPORTUNITY

Financial Analyst II

Permanent Full-Time | External
Finance Services
Competition No.: 2025-1093



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Thorough knowledge of accounting theory, principles, practices, and procedures.
- Ability to interpret, explain, report on, and provide advice on a variety of accounting issues.
- Ability to analyze financial data and prepare financial reports.
- Demonstrated experience writing reports and preparing presentation materials.
- Superior spreadsheet and database program abilities demonstrated by completion of coursework in advanced MS Excel spreadsheet and intermediate MS Access database programs.

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 2025-1093 in the subject line of your email to ensure proper processing.

Applications will be accepted until the position is filled.

Date Posted: August 6, 2025.



ABOUT THE ROLE

The Regional District of Nanaimo (RDN) is seeking a permanent full-time Financial Analyst II in the Finance Services Department.

The Financial Analyst II assists in the coordination and maintenance of the District's accounting records. Exercising considerable independent judgement, this position contributes to the preparation of financial reports for the Regional District of Nanaimo (RDN) and Nanaimo Regional Hospital District (NRHD), by interpreting and applying accounting theories and principles and coordinating the annual audit. This position also aids in the preparation of annual financial plans for the RDN and NRHD and a variety of general ledger reconciliations, as well as working on special projects from time to time as and when required.

QUALIFICATIONS

Undergraduate degree in accounting or related discipline, CPA designation (formerly CGA, CMA or CA), plus five (5) years' prior job-related accounting experience, or an equivalent combination or training and experience in a local government setting may be considered.

POSITION DETAILS

This is a permanent full-time (35 hours per week) Union position. The (2025) rate of pay is \$47.77 to \$50.28. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

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

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

Financial Analyst II**Finance**

Pay Band 16

Job Summary

The Financial Analyst II assists in the coordination and maintenance of the District's accounting records. Exercising considerable independent judgement, this position contributes to the preparation of financial reports for the Regional District of Nanaimo (RDN) and Nanaimo Regional Hospital District (NRHD), by Interpreting and applying accounting theories and principles and coordinating the annual audit. This position also aids in the preparation of annual financial plans for the RDN and NRHD and preparing a variety of general ledger reconciliations, as well as working on special projects from time to time as and when required.

Primary Duties and Responsibilities

- Prepares the annual financial reports for the Regional District and the Regional Hospital District.
- Coordinates with the Regional District's auditors during the annual audit to ensure the efficient and cost-effective completion of the annual audit. Coordinates and prepares year-end working papers as required.
- Assists in the preparation of the annual budget and financial plan including data entry, spreadsheet reconciliations and preparation of budget documents.
- Responsible for setting up, recording, and maintaining accounting records for debt financing in applicable financial software.
- Provides direction and assistance to other departments and within the department related to financial transactions.
- Carries out a variety of special purpose accounting assignments including but not limited to complex yearly annual allocations and grant funded projects.
- Assists as required in the review of capital asset/capital project invoices to ensure the accurate recording of capital assets.
- Assists in the implementation of new accounting standards.
- Provides advice to the Manager and departments with respect to the application of budgeting and accounting policies and procedures.
- Reviews monthly financial summaries for variances to budget. Follows up on variances and as required reports on variances to the Manager.
- Assists in the drafting of policies and procedures with respect to budgeting and accounting issues as assigned.
- Prepares and/or coordinates the preparation of bylaws as required.
- Undertakes complex financial analyses as required.
- Undertakes research and provides advice to the Manager with respect to the application of accounting rule changes or other special projects.
- May provide training, functional direction, explains and/or passes work off to the Financial Analyst I as required.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other job-related duties, as required.

Job Qualifications**Education/Experience**

- Undergraduate degree in accounting or related discipline.
- CPA designation (formerly CGA, CMA or CA).
- 5 years prior job-related accounting experience.
- An equivalent combination of training and experience in a local government setting may be considered.

Skills/Abilities

- Thorough knowledge of accounting theory, principles, practices, and procedures.
- Thorough knowledge of public sector budget principles and practices.
- Ability to interpret, explain, report on, and provide advice on a variety of accounting issues.
- Ability to analyze financial data and prepare financial reports.
- Ability to communicate tactfully, efficiently, and effectively with all levels of staff and external parties.
- Superior spreadsheet and database program abilities demonstrated by completion of coursework in advanced MS Excel spreadsheet and intermediate MS Access database programs.
- Demonstrated experience writing reports and preparing presentation materials.
- Excellent oral and written communication skills.

Reporting Relationship

Reports to: Manager, Capital Accounting & Financial Reporting