



EMPLOYMENT OPPORTUNITY

Manager, Accounting Services

Permanent Full-Time | External
Finance Services
Competition No.: 2026-1076



www.rdn.bc.ca



rdncareers@rdn.bc.ca

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 2026-1076 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on June 3, 2026.**

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

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

ABOUT THE ROLE

The Regional District of Nanaimo (RDN) is seeking a permanent full-time Manager, Accounting Services, with the Finance Department, based at the RDN Administration Building.

Responsible for planning, evaluating and directing the implementation of effective internal controls to ensure the efficient performance of accounts payable, accounts receivable, utility billing, cash receipting and front counter functions for the Regional District (RDN) with a lens of creating efficiencies and reducing workflow times. Manages property, liability and other insurance for the RDN.

This is an opportunity to combine people leadership with meaningful operational impact, guiding a dedicated team and enhancing the systems and processes that keep the organization's financial operations running smoothly and effectively.

QUALIFICATIONS

We are looking for someone with a Chartered Professional Accountant (CPA) designation, with membership in good standing with CPA British Columbia, or eligibility and ability to obtain membership within 90 days of hire. Plus six years of related experience in local or regional government, including three years in a supervisory capacity. An equivalent combination of education and experience may be considered.

POSITION DETAILS

This is a permanent full-time exempt position offering 35 hours per week with a salary range of \$123,506 to \$141,726 (2025 rates). This position offers a competitive benefits package including the option to participate in the RDN's flex days program.

POSITION TITLE:	Manager, Accounting Services
REPORTS TO:	Chief Financial Officer
DIRECT REPORTS:	Accounting Services Coordinators Financial Systems Coordinator Accounting Technicians Accounting Clerks

POSITION SUMMARY

Responsible for planning, evaluating and directing the implementation of effective internal controls to ensure the efficient performance of accounts payable, accounts receivable, utility billing, cash receipting and front counter functions for the Regional District (RDN) with a lens of creating efficiencies and reducing workflow times. Manages property, liability and other insurance for the RDN.

PRIMARY DUTIES AND RESPONSIBILITIES

- Plans, monitors, evaluates, controls, and supervises the budgetary and staff resources allocated to the Accounting Services section of the Finance Department.
- Recommends appropriate policies and procedures to govern the Accounting Services section of the Finance Department. Prepares procedural statements in support of approved policies.
- Ensures that appropriate organizational financial controls with respect to revenue collection, payroll recording and account payments are developed, communicated and implemented. Undertakes research, provides advice and direction on and prepares written policies with respect to revenue collection and account payments.
- Oversees the maintenance of software tables for rate changes with respect to accounts payable and revenue accounts.
- Prepares and maintains documentation on accounting procedures and systems.
- Ensures the integrity of financial software applications for compliance and accuracy as required. Acts as the departmental liaison with respect to software enhancement and/or replacement, resolving malfunctions in departmental financial software applications as required. Participates in development of specifications, test scripts and implementation of financial software as required.
- Assists with the financial risk management function through implementation and maintenance of policies, procedures, and insurance. Manages cash availability through analysis and recommendation of investment options and timing of cash transfers.
- Assists with the preparation of the departmental annual budget. Monitors as appropriate departmental spending to ensure the effective and efficient expenditure of funds allocated within the approved budget.
- Identifies and coordinates the appropriate staff training needs of the Accounting Services section and provides opportunities for skill development.
- Prepares financial analyses and written reports to the Chief Financial Officer, General Manager, the Board and other departments as required.
- Assists with and/or prepares a variety of bylaws as directed.
- Assists with reviewing/placing property insurance for the Regional District as requested.
- Responds to public inquiries according to approved procedures. Represents the Regional District at public meetings as required. Participates on corporate committees as required.
- Participates in and develops specifications, test scripts and implements financial software as required.
- Appoints, promotes, demotes and disciplines staff in accordance with Personnel Policy. Provides recommendations with respect to work standards, staffing levels, and job performance reviews. Represents the Employer in Step 1 and Step 2 grievance procedures under the Collective Agreement for departmental grievances.

Job Description

- Establishes and maintains an effective working relationship with the appropriate Federal and Provincial Ministries, private industry, and other regional districts or municipalities.
- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Acts as a signing officer for the Regional District, and acts as the Deputy Statutory Officer for Financial Administration in the absence of the Chief Financial Officer.
- Performs other related duties as directed by the Chief Financial Officer.

REQUIRED EDUCATION AND EXPERIENCE

- Chartered Professional Accountant (CPA) designation, with membership in good standing with CPA British Columbia, or eligibility and ability to obtain membership within 90 days of hire.
- Six years of related experience in local or regional government, including three years in a supervisory capacity.
- An equivalent combination of education and experience may be considered.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal, written and verbal communication skills.
- Demonstrated administrative and organizational skills.
- Demonstrated superior spreadsheet and database experience and capabilities.
- Ability to maintain a professional level of competence through educational courses, seminars and literature review.