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[» Apply Now](#)**Title** Business Services Analyst**Department** Finance Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 18-122

**Nature & Scope of Work** This position requires professional accounting work within the Budgets and Taxation Division of the Finance Department. The incumbent works with a team that coordinates the collection of accounts receivable, property tax, utility and municipal tickets. This position conducts a variety of financial and statistical analyses, prepares account summaries and reconciliations, prepares comprehensive reports and works closely with Information Services to maintain the computerized systems. The incumbent must be able to work effectively and efficiently with external and internal customers and exercise considerable judgment in daily activities.

**Desirable Training & Experience**

- Completion of a recognized professional accounting program plus considerable municipal accounting or auditing experience, or an equivalent combination of training and experience.
- Preference will be given to those that have an understanding of Tempest software and experience in supervising team members.
- Strong written and verbal communication skills are essential.
- Certificate of membership in a recognized accounting society or association.

**Required Licences, Certificates and Registrations** Valid Class 5 Driver's Licence for the Province of British Columbia.

**Safety Requirements** Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

**Hours of Work** 35 Hour Work Week**Pay Grade** 28**Pay Rates** \$42.20, 43.95, 45.83, 47.82, 49.85 per hour**Posting Date** 8/8/2018**Posting Closing Date** 8/15/2018[» Apply Now](#)