



PERMANENT FULL-TIME ASSISTANT MANAGER, REVENUE SERVICES

(Competition 22-157)

Position Overview

The City of Nanaimo is seeking a permanent full-time Assistant Manager, Revenue Services. Reporting to the Manager, Financial Services & Special Projects, the Assistant Manager, Revenue Services is responsible for the day-to-day operation of the Revenue Services Section. This includes the customer service centre, the maintenance of accurate property information and the billing process for property taxes, user rates (water, sewer and garbage), dog licences, and other receivables. The Assistant Manager is also responsible for the maintenance of data and revenues related to municipal cemeteries.

Considerable independent judgment and action is expected, with only matters of major impact or policy discussed with the Manager, Financial Services & Special Projects.

Qualifications

Applicants must have completion of a recognized Professional Accounting Designation (CPA) and 3 years' related experience in a variety of accounting practices, including proven management supervisory experience in municipal government. An equivalent combination of education and experience may be considered. Applicants must possess a valid Class 5 BC Driver's License.

Additional Information

This is a salaried position, based on a 35 hour work week, and relocation assistance may be provided to the successful applicant. For detailed information regarding the salary range and benefit package, please call 250-755-4406.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 22-157.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.

Discover What's Possible

Situated between the mountains and the ocean, on the east coast of Vancouver Island, the City of Nanaimo is centrally located, about 1½ hours from Victoria and 2 hours from Vancouver by ferry. With a university and well-developed parks, recreational, cultural and social amenities, Nanaimo is truly an extraordinary place to live.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as remote work programs and vacation credit for municipal service.

Posting Date

Tuesday, January 10, 2023

Application Deadline

Open Until Filled

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
Phone: (250) 755-4406
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