CITY OF NANAIMO
THE HARBOUR CITY
HUMAN RESOURCES

PERMANENT FULL-TIME

ASSISTANT MANAGER, REVENUE SERVICES

(Competition 26-128)

Position Overview

The City of Nanaimo is seeking a permanent full-time Assistant Manager, Revenue Services. Reporting to the Manager, Revenue Services, this position is responsible for the day-to-day operation of the Revenue Services Section, including 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.

Qualifications

Applicants must have or be in the process of obtaining a recognized Professional Accounting Designation (CPA). Completion of the CPA designation must be within 5 years of appointment, as a condition of employment. A minimum of 3 years' related experience in a variety of accounting practices, including proven experience in municipal government and supervisory experience is required. Qualified candidates are required to hold a valid Class 5 BC Driver's Licence.

Additional Information

This is a permanent full-time exempt position offering 35 hours of work per week, with the salary range of $116,830.80 to $124,288.09 as well as a competitive benefits package.

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 26-128 by the application deadline.

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 that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

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
Thursday, October 29, 2026

Application Deadline
Thursday, November 26, 2026
4:30 p.m.

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