



Village of Sayward Job Posting

Deputy Finance/Administration Officer

The Village of Sayward is a small and vibrant community one hour from Campbell River on beautiful Vancouver Island. Sayward is home to 310 residents, has recreational facilities and an abundance of outdoor activities, including nearby hunting, fishing, hiking and skiing. The cost of living is also very attractive.

Key Accountabilities

This position is responsible for accounting, payroll, payables, receivables, property taxation and administrative duties for the Village of Sayward. The incumbent exercises considerable independence of judgment and has extensive interaction with the public.

Qualifications

- Certification from a recognized accounting program, and a payroll body, or equivalent combination of training and experience.
- A minimum of five years experience is required, preferably within a municipality.
- Strong oral and written communication skills.
- Proficiency with a computer and Microsoft Office applications. Experience with MAIS and Asyst would be an asset.

Why join the Village of Sayward?

We offer a great rewards package, which includes a competitive base salary with a comprehensive benefits package. Salary will be dependant on knowledge and experience and is in the \$55,000 range. We also support opportunities for career development and professional advancement.

Please apply with your cover letter and resume to Lisa Clark at village@saywardvalley.ca with **Application for Deputy Finance/Administration Officer** in the subject line by **4:00 pm Friday, August 2, 2019**.

The Village of Sayward regrets only candidates selected for an interview will be contacted.