

MY WORK CITY

Civic Operations Finance and Administration Manager **Count on us!**

Provide leadership and manage Civic Operation's day-to-day finance and administrative services, while supporting our objective of becoming the best mid-sized city in North America. This important role provides professional expertise, leadership, strategic planning, and performance management; other key responsibilities include budgeting, capital project coordination, customer service and system planning.

You utilize effective organizational, administrative and scheduling skills while demonstrating strong verbal, written, and interpersonal communication skills. You have the ability to evaluate issues and make decisions, analyze reports through systematic thinking, build positive relationships, and mentor others. Core competencies include: service excellence, communication excellence, conflict resolution, problem solving, and mentoring and coaching skills. In addition to extensive administrative management in the areas of financial management and human relations, you hold a university degree in business or accounting and/or a professional designation.

Come work, play and live in Kelowna and enjoy mild weather, stunning vistas, boating, skiing, boarding, hiking and much more. We offer an exempt salary of \$83,000 to \$92,000 annually with a competitive benefits package, career/professional development, an "earned day off" program, and progressive employment practices.

Apply online at kelowna.ca/careers by May 29, 2019.

Applicants not contacted within three weeks of the competition closing date are thanked for their interest.