



District of Metchosin  
4450 Happy Valley Road, Victoria BC V9C 3Z3  
Telephone: 250-474-3167 Fax: 250-474-6298  
[www.metchosin.ca](http://www.metchosin.ca)

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**Chief Financial Officer  
(Exempt)  
\$100,000 to \$120,000 (6 month Review)**

The District of Metchosin is seeking a key member of their senior administration team in the position of Chief Financial Officer.

The Chief Financial Officer is responsible for the statutory duties of Chief Financial Officer, including the overall management of financial functions, strategic financial planning, coordinates information technology and the District's financial and budgetary affairs. In this role, you will attend Council meetings, propose bylaws and resolutions and subsequent amendments relating to expenditures, revenues, tax levies and other fiscal operating matters. You will advise the Chief Administrative Officer and, when required, the Council on financial and economic matters, coordinate and implement programs approved in the budgets, and develop short and long-term economic goals for the District. You will also support the Chief Administrative Officer with human resource related matters. In addition, you will maintain an accounting system that satisfies the requirements of the District, utilize significant judgement, initiative and conceptual thinking in the planning, development and implementation of vital programs and policies affecting the municipality.

The successful candidate will be expected to have an Undergraduate degree in accounting or financial administration or other relevant field, plus a designation from an accredited accounting program (equal to one to two years study). Five (5) years related experience at a senior level in a local government setting, or equivalent combination of education, training, and experience.

More information on this opportunity is available on the District's website at [www.metchosin.ca](http://www.metchosin.ca). The District of Metchosin offers a competitive compensation and benefit package. Flexibility to work schedule will be considered.

Interested applicants should forward their resumes and cover letters quoting competition number 2024-03 on or before **4:00 p.m. Friday, May 10, 2024** to the attention of:

Bob Payette, Chief Administrative Officer  
District of Metchosin  
4450 Happy Valley Road  
Victoria, BC V9C 3Z3  
[careers@metchosin.ca](mailto:careers@metchosin.ca)

The District of Metchosin thanks all applicants, however, only those selected for an interview will be contacted.