



JOB POSTING

ASSET MANAGEMENT & CAPITAL ACCOUNTING ADMINISTRATOR

(Permanent, Full-time, Exempt position)

The City of Parksville is located on the traditional territory of the Coast Salish Nations, home to the Snaw-Naw-As First Nation and the Qualicum First Nation.

The City of Parksville is an active community of urban professionals, families with young children, and retirees who have chosen to live in our community for a quality of life and the region's inspiring natural environment. Nestled on Vancouver Island's east coast, 13,642 residents call Parksville home. We are committed to being the city of choice for ourselves, our employees and future generations to come.

The City of Parksville has an opening for an Asset Management & Capital Accounting Administrator. Reporting to the Manager of Finance, this position is responsible for the coordination of capital asset initiatives including leading the City's asset management program, providing accounting support on significant capital projects, and ongoing capital asset accounting and financial planning. The incumbent works with departments to build asset management knowledge to support consistent and sustainable decision making related to the City's capital assets. This position also manages accounting and financial reporting for the City's grants.

This position will appeal to a detail-oriented and strategic finance professional who thrives in a collaborative municipal environment where innovation, sustainability, and informed decision-making are valued. The successful candidate will bring a strong understanding of public sector accounting standards, asset management principles, and long-term financial planning, with a proven ability to support capital initiatives and optimize asset lifecycle management.

Key responsibilities include leading the City's asset management program; providing accounting and financial analysis for significant capital projects; coordinating long-range capital planning; and managing reporting for grants and joint ventures. The Asset Management & Capital Accounting Administrator works closely with Finance leadership, departmental teams, and external partners to ensure compliance with Public Sector Accounting Board regulations, maintain accurate asset inventories, and develop processes that support sustainable service delivery. Building effective relationships across departments and fostering a culture of accountability and continuous improvement are essential to success in this role.



The ideal candidate will possess:

- Chartered Professional Accountant (CPA) designation. Consideration may be given to a CPA candidate that has completed all educational requirements but still requires up to 12 months of work experience in order to receive the designation.
- Completed post-secondary degree or diploma in Business or Public Administration.
- Asset Management Certificate an asset.
- Project Management Professional Certificate an asset.
- Advanced MS Excel skills.
- 3 - 5 years of demonstrated experience in financial accounting, asset management and/or financial/capital planning, preferably in a local government environment.

An equivalent combination of education and experience may be considered.

The City offers a competitive salary range \$92,449 - \$106,088 depending on relevant experience and credentials) and a comprehensive benefits package including an earned day off program upon completion of probation.

To view a complete job description, visit www.parksville.ca. Applicants may apply in confidence by providing a cover letter and current resume via email to: hr@parksville.ca, please include Asset Management & Capital Accounting Administrator in the subject line.

This opportunity will remain open until filled. Applications will be reviewed starting January 8, 2026. The City of Parksville thanks all applicants in advance for their interest; however, only those selected for an interview will be contacted.

If you would like to request an accommodation or assistance at any stage of the process, please contact human resources (HR@Parksville.ca) for confidential support.