

Coordinator, Financial Services (Temporary)

Job Requisition	JR-2025-145 Coordinator, Financial Services (Temporary) (Open)
Job Family	Exempt
Start Date	2025-08-01
End Date	2025-09-02
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/Coordinator--Financial-Services--Temporary-_JR-2025-145
Description	Application Closing Date:

Sept 2, 2025

Note: Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$79,384.76 - \$93,393.83

Effective Immediately to August 6, 2027, subject to return of incumbent

Reporting to the Director, Financial Services, and as part of the Financial Services Division, the incumbent participates in the coordination and performance of a variety of processes and projects within the Financial Services Division. The incumbent is responsible for assisting and coordinating the needs of the Division Director and Managers.

The incumbent works with both internal and external stakeholders to implement solutions, generate reports, apply process improvements and establish on-going support.

Duties Include:

- Assists with the preparation of the Financial Plan by facilitating the annual budget survey, maintaining the training manual for staff, scheduling training and budget meetings, creating the annual financial plan document for Council and the City website.
- During annual budget process, responsible for maintaining user access and security controls in Questica, inputting and reconciling information related to capital projects, downloading reports for the Financial Plan, adding activity codes for projects, and promoting and demoting department budgets as needed.
- Assists with the preparation of the Annual Report including creating the design, gathering and compiling information from other departments, and creating the report for the City website, all in time for the Annual General Meeting.
- Assists with the coordination of procurement processes including; contract administration, bid documents, vendor qualifications, template management, correspondence and insurance requirements.
- Assists with coordinating Council Discretionary Grants, Permissive Tax Exemptions, Employee Loan Program and other one-time projects.
- Administrator for City MasterCard's including maintaining cardholder access, transaction security controls and online portal.
- Acts as key liaison for liability and legal claims received by the City, tracking claims and coordinating the flow of information between City staff, Claimants, and the Municipal Insurance Association.

- Coordinates and assists in the development, compilation and design of a variety of other published materials including the annual tax insert, pdf templates for data input and other documents, as required.
- Acts as a project coordinator for one-time projects as assigned by Director, Financial Services utilizing project management methodologies.
- Makes ongoing recommendations for Division process improvements and efficiencies to maximize use of computer tools.
- Provides administrative support to Financial Services including overseeing the Division's records and retention system, determining appropriate records management processes, maintaining content on the City website and intranet, preparing reports, agendas, minutes, presentations, procedural manuals and other correspondence as required.
- Assigns and reviews work of divisional CUPE staff who provide administrative support to the Financial Services Division, as required.
- Performs other related duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- A minimum of two (2) years' post-secondary education in a related discipline, such as Commerce or Business Administration.
- Minimum of three (3) years' recent, related experience supporting annual financial processes and projects in Municipal Government.
- Formal training in project management methodologies, preferable consistent with those provided by PMI (Project Management Institute).
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Demonstrated knowledge of project management methodologies and standards similar to those identified in the Project Management Body of Knowledge (PMBOK) guide.
- Demonstrated ability to independently coordinate projects to achieve stated outcomes using standard methodologies recommended for Project Management.
- Ability to work with minimum direction under pressure, coordinate a variety of responsibilities under time constraints, maintain a high level of attention to detail and prioritize deadlines appropriately.
- Demonstrated ability to deal effectively and tactfully with a wide variety of internal and external contacts, maintaining cooperative working relationships and recognize customers in a highly emotional state and use conflict resolution tools to de-escalate.
- Detail oriented with excellent analytical, verbal and written communication skills, complex problem solving, decision making, and organizational skills.
- Demonstrated ability to exercise mature judgement regarding confidential & sensitive information.
- A solid understanding of Financial reporting, policies, and procedures with an above average ability to take ownership of duties and responsibilities.
- Working knowledge of software used in Municipal Government including; MS Office Suite, graphic design, budgeting and financial systems, banking, procurement, records management and internal communication software.
- Knowledge of insurance processes and risk management with the ability to highlight potential risks, issues and make recommendations for liability claims.
- Working knowledge of a complex corporate records management system.
- Ability to plan, assign and review the work of others.

Preferred Education and Experience:

- Education in Local Government Courses (i.e.: PADM, recognized college or university courses in Public Administration).
- PMI Project Management Professional (PMP) certificate, or PMI Certified Associate in Project Management (CAPM) certification obtained or equivalent experience.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting “apply” and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Temporary
Location	City Hall Building
Time Type	Full time
Locations	
Supervisory Organization	Financial Services