



Accounting Clerk I

The City of Enderby is seeking a qualified, enthusiastic Accounting Clerk I to join its team.

The nature of the position is:

Operating with indirect supervision and some independence, the Accounting Clerk I is responsible for ensuring that the financial and accounting records of the City are accurately maintained in accordance with the City's policies, procedures, bylaws and accounting standards.

The successful candidate will have completed Grade 12 or equivalent, have 2 years of related coursework, and 2 years of experience in an accounting or finance field. Municipal finance experience is preferred but not required. The successful candidate should have:

- Knowledge of basic clerical accounting and bookkeeping procedures and protocols.
- Ability to prioritize and meet deadlines with quality performance.
- Ability to maintain meticulous attention to detail and perform arithmetic calculations with speed and accuracy.
- Considerable knowledge of computer programs and systems. Knowledge of Vadim preferred.
- Ability to work independently and with others in an office environment.
- Ability to enter computer data with speed and accuracy and maintain attention to detail.
- Ability to respond to enquiries from coworkers, elected officials and the general public in a professional, friendly and helpful manner with courtesy, tact and diplomacy.
- Ability to communicate effectively orally and in writing.

Please refer to the attached job description for complete details.

The wage rate starts at \$25.00 per hour, with opportunities for growth commensurate with training and experience. There is a competitive benefits package.

This posting closes at 4:30pm on December 1, 2017. Interested applicants should include a complete resume and covering letter. All applications should be submitted as follows:

City of Enderby
P.O. Box 400, 619 Cliff Avenue, Enderby, BC V0E 1V0
Attn. Accounting Clerk Posting

Fax: 250-838-6007

Email: careers@cityofenderby.com

We thank all applicants for their interest; only those who are short-listed will be contacted.

Accounting Clerk I

Nature of Work

Reporting directly to the Chief Financial Officer (CFO) or designate, and operating with indirect supervision and some independence, the Accounting Clerk I is responsible for ensuring that the financial and accounting records of the City are accurately maintained in accordance with the City's policies, procedures, bylaws and accounting standards. In addition to the duties described herein, the Accounting Clerk I is able to perform the duties of the Clerk Secretary when required.

Illustrative Examples of Work

Without restricting the general nature and scope of work, the following are examples of work that will be expected of this position.

- Processes payroll, accounts payable, accounts receivable, property tax, utilities, business licenses, building permits and other related finance duties as assigned by the CFO.
- Prepares bank reconciliations; locates and corrects errors; assists in reconciling sub-ledgers to the general ledger.
- Maintains and updates records and files related to property ownership, taxes and utilities; generates and ensures accuracy and distribution of tax notices, utility invoices and property related reports.
- Maintains and updates records and files related to payroll, accounts payable, accounts receivable and other related financial records.
- Maintains cemetery records and maps; makes grave allocations and sales and prepares related correspondence; provides work orders to Public Works for burials; assists in preparing annual reports. Issues marriage licenses, dog licenses and burning permits.
- Answers public inquiries relating to municipal procedures, bylaws, and policies and provides general information to the public relative to taxes, rates, fees and other municipal services and charges; refers public to the appropriate department when necessary.
- Provides reception and cashier services when required.
- Prepares spreadsheets and reconciliation reports for the finance department on no less than a monthly basis.
- Locates and corrects accounting errors in financial and computer data.
- Provides ongoing support and accounting assistance to the CFO.
- Prepares and maintains correspondence for the Finance department.
- Troubleshoots, and recommends procedures relating to, computer software and hardware; ensures the proper function of the computer backup system.
- Provides backup support and relief to the Clerk Secretary as required, including responding to and referring enquiries and complaints.
- Performs other related duties as requested.

Requirements

Completion of Grade 12 (or equivalent) plus a minimum of two years in related coursework (including pursuit of an Accounting Diploma) and a minimum of two years experience in an accounting or finance field. Municipal finance experience is preferred but not required.

Knowledge of basic clerical accounting and bookkeeping procedures and protocols.

Ability to prioritize and meet deadlines with quality performance.

Ability to maintain meticulous attention to detail and perform arithmetic calculations with speed and accuracy.

Considerable knowledge of computer programs and systems. Knowledge of Vadim preferred.

Ability to work independently and with others in an office environment.

Ability to enter computer data with speed and accuracy and maintain attention to detail.

Ability to respond to enquiries from coworkers, elected officials and the general public in a professional, friendly and helpful manner with courtesy, tact and diplomacy.

Ability to communicate effectively orally and in writing.