



# Finance Clerk

## Full-Time

Port Hardy and North Island  
Port McNeill

Monday May 25, 2026

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\$31 - \$40/ hour (\$29.23 - \$35.55/hour)

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**Company:** Regional District of Mount Waddington

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**Website:** <https://www.rdmw.bc.ca/>

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**Industry:** Finance & Banking

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**How to apply:**

Please send your resume by email with the subject "Finance Clerk" to: Cameron Neil HR Advisor Regional District of Mount Waddington PO Box 729, 2044 McNeill Road, Port McNeill, BC V0N 2R0 Phone: 250-974-4025 Email: cneil@rdmw.bc.ca

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**Attachment:** [2026 05 22 Finance Clerk External Posting.pdf](#)

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**Expiry Date:**

Monday, June 08, 2026

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**Details:**

Department: Finance Status: Permanent Full-Time / 35 hrs. per week Posting Date: May 22, 2026 Posting Number: 202603-01 Posting Type: External – Bargaining Unit Wage Range: \$29.23 – \$35.55/hour Position Overview •The Regional District of Mount Waddington (RDMW) is seeking a permanent full-time Finance Clerk to support daily financial operations and ensure accurate transaction processing, compliance with internal controls, and timely reporting. •This is a permanent full-time unionized position of 35 hours per week, in compliance with the Collective Agreement between RDMW and USW Local 1-1937. •This position reports directly to the Leader of finance / Controller & CAO/CFO and assists the Senior Finance Clerk with the efficient functioning of municipal financial operations. •This position provides advanced accounting support, oversight of financial operations, complex reconciliations, payroll management, and audit-ready reporting. •The Finance Clerk engages with vendors, residents, and internal teams to maintain reliable financial systems. •This position does not hold supervisory authority. Key Responsibilities: •Process day-to-day financial data into the computerized accounting system. •Accounts Receivable: invoicing, collections, reporting, coding/data entry, maintain purchase requisition system. •Accounts Payable: check and verify invoices, coding/data entry, general ledger, process cheque runs, reporting. •Payroll: maintain payroll journal, computer entries, enroll new employees, manage benefits administration, Records of Employment, payments to Receiver General, annual reporting, Superannuation, WCB, T4s, and other payroll reports. •Month-End: bank reconciliation, clearing of suspense accounts, assist

with month-end reporting. •Cash Receipting: bank deposits, petty cash control, maintain cash receipt journal. •Assist Leader of Finance / Controller & CAO/CFO with financial operations, process improvements, and audits. •Support general office administrative duties as required. •Perform other duties as assigned. Core Competencies: Accountability • Professionalism • Transparency • Collaboration • Communication Role-Specific: Financial Analysis • Technical Expertise • Quality Assurance

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### **Qualifications & Experience:**

•Diploma in Accounting, Business, Finance, or equivalent. Alternatively, a related bachelor's degree with relevant financial experience is acceptable. •Minimum three years of accounting or bookkeeping experience using computerized systems. •Proficiency in Excel and accounting software. •Effective communication skills and ability to work independently with minimal supervision. •Previous experience in government, municipal, or related financial operations is an asset. •Criminal Records Check required.

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