

EXTERNAL JOB POSTING

Finance Clerk

Department: Finance

Status: Permanent Full-Time / 35 hrs. per week

Posting Date: May 22, 2026

Posting Number: 202603-01

Posting Type: External – Bargaining Unit

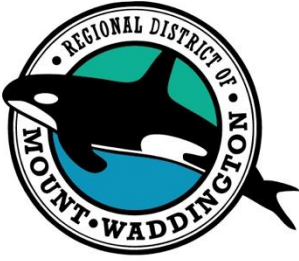
Wage Range: \$29.23 – \$35.55/hour

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

Qualifications

- 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.

Application Process

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

This posting remains open in accordance with external posting requirements and the RDMW / USW Local 1-1937 2024 – 2029 Collective Agreement.