**EXTERNAL JOB POSTING**

**Finance Clerk**

**Department:** Finance
**Status:** 2 Temporary Full-Time positions / 35 hours per week
**Posting Date:** Monday, November 9, 2026
**Posting Number:** 202610-03
**Posting Type:** External – Bargaining Unit
**Wage Range:** $30.11 – $36.62/hour

**Position Overview**

- The Regional District of Mount Waddington (RDMW) seeks **two temporary full-time Finance Clerks** to support daily financial operations, process transactions accurately, follow internal controls, and provide timely reporting.
- Both unionized positions are 35 hours per week and are governed by the Collective Agreement between RDMW and USW Local 1-1937.
- One position is for **12 months, from December 2026 to December 2027**. The other is for **4 months, from February 2027 to June 2027**.
- Under the Collective Agreement, the wage range is **$30.11 – $36.62/hour**, effective November 1, 2026.
- The Finance Clerks report directly to the Leader of Finance / Controller & CAO/CFO and support the Senior Finance Clerk in maintaining efficient municipal financial operations.
- Duties include advanced accounting support, financial operations oversight, complex reconciliations, payroll management, and audit-ready reporting.
- The Finance Clerks work with vendors, residents, and internal teams to maintain reliable financial systems.
- Neither position has supervisory authority.

**Key Responsibilities**

- Enter daily financial data into the computerized accounting system.
- Accounts Receivable: prepare invoices, collect payments, produce reports, code and enter data, and maintain the purchase requisition system.
- Accounts Payable: review and verify invoices, code and enter data, maintain general ledger records, process cheque runs, and produce reports.
- Payroll: maintain the payroll journal and computerized records, enrol new employees, administer benefits, prepare Records of Employment, remit payments to the Receiver General, and handle annual reporting, Superannuation, WCB, T4s, and other payroll reports.
- Month-End: reconcile bank accounts, clear suspense accounts, and assist with reporting.
- Cash Receipting: prepare bank deposits, control petty cash, and maintain the cash receipt journal.
- Support the Leader of Finance / Controller & CAO/CFO with financial operations, process improvements, and audits.
- Provide general office administrative support as needed.
- Carry out other assigned duties.

**Core Competencies**

Accountability • Professionalism • Transparency • Collaboration • Communication

Role-Specific: Financial Analysis • Technical Expertise • Quality Assurance

**Qualifications**

- A diploma in Accounting, Business, Finance, or equivalent; a related bachelor's degree with relevant financial experience; or an equivalent combination of education, qualifications, and experience will be considered.
- At least three years of accounting or bookkeeping experience with computerized systems.
- Proficient in Excel and accounting software.
- Ability to communicate effectively and work independently with minimal supervision.
- Experience in government, municipal, or related financial operations is an asset.
- A Criminal Records Check is required.

**Application Process**

Submit **your resume and cover letter addressed to Barbra Mohan – Interim CAO** to the contact below. Use **"Finance Clerk Temp"** as the subject line:

**Nadine Welson**
**Executive Assistant to the CAO**
**Regional District of Mount Waddington**
**PO Box 729, 2044 McNeill Road, Port McNeill, BC V0N 2R0**
**Phone: 250-956-3301**
**Email: nweldon@rdmw.bc.ca**

This posting will remain open until closed under the external posting requirements and the RDMW / USW Local 1-1937 2024 – 2029 Collective Agreement.