

## ACCOUNTING CLERK II

The City of Campbell River is seeking a permanent, part-time **Accounting Clerk II** to join their team.

**Naturally, Campbell River** – Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching

**The role** – reporting to the Controller and taking direction from the Senior Accountant, the Accounting Clerk II performs a variety of accounting functions with a focus on customer service and provides cross-coverage with alternate Accounting Clerk II positions.

### Our ideal candidate will have:

- Grade 12 diploma or equivalent.
- Minimum three (3) years of basic general accounting experience in one or more of: accounts receivable, accounts payable, journal entries.
- Cash handling and customer service experience.
- Preferred criteria:
  - Experience working in local government;
  - Experience working with Vadim and Tempest software programs for municipalities;
  - Successful completion of a college level bookkeeping course.
- Unusual Working Conditions:
  - Dealing with difficult people;
  - Deadline pressures and heavy volume of work at various times (property tax season, year-end, etc.).

The rate of pay for this permanent, part-time, CUPE bargaining unit position is **\$31.17 per hour** based on a 25-hour work week and includes a comprehensive benefits package.

Please see the attached for information on this exciting opportunity and to view a detailed job description that lists all the duties and necessary qualifications for this position.

**This posting closes on Tuesday December 3, 2024.**

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Please send your resume with covering letter, quoting **Competition EXT-24-090** to:



**Email:** [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department

**City of Campbell River**

301 St. Ann's Road

Campbell River, BC V9W 4C7

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We thank all applicants, however, only those selected for interviews will be contacted.

## ACCOUNTING CLERK II

<b>Approval Date:</b>	April 2023	<b>Department:</b>	Finance
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management	
<b>Title of Management Supervisor:</b>	Controller		

### General Accountability:

#### Purpose and Scope

Reporting to the Controller and taking direction from the Senior Accountant, the Accounting Clerk II performs a variety of accounting functions with a focus on customer service and provides cross-coverage with alternate Accounting Clerk II positions.

### Nature and Scope of Work

Provides a wide variety of accounting related functions including, but not limited to:

- Accounts Payable, Accounts Receivable, Property Taxes and Utilities.
- Responds to telephone and counter inquiries from internal and external customers.
- Cashier duties.
- Data entry.
- Preparation of documents.
- Preparation of journal entries.
- Reconciles various accounts.
- Assists with monthly, quarterly and annual financial/corporate reporting as required.
- Ensures compliance to all City policies, bylaws, agreements, contracts and external regulations.
- Corresponds with external agencies.
- Performs related clerical duties such as word processing, maintaining filing and record systems, faxing and photocopying.
- Other related duties as required.

### Necessary Qualifications

#### Knowledge:

- General knowledge of office procedures and protocol.
- Working knowledge of WorkSafeBC regulations and safe work procedures.
- Good keyboarding/typing skills.
- General computer literacy.
- Proven ability to receive and reconcile cash.
- Demonstrated basic accounting skills.
- Intermediate proficiency with Microsoft Word and Excel.

#### Key Competencies

Key Competency	Job Specific Requirements
Accountability and Reliability	Able to work with minimal supervision.
Adaptability and Flexibility	Able to adapt to changes in priorities and processes.
Communication	Good oral, listening and written skills.
Conflict Management	Able to deal effectively with confrontational clients.
Decision Making & Problem Solving	Good decision making and problem-solving skills.

Planning and Organizing	Good time management and organization skills. Able to effectively respond to a high volume of inquiries and do a multitude of tasks.
Professionalism	Thinks carefully about the likely effects on others of one's words, actions, appearance and mode of behavior. Effective and courteous interaction with the public, other agencies and internal departments. Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
Results and Quality Focus / Attention to Detail	Proven ability to perform with a high level of attention to detail and accuracy.
Service Orientation	Strong customer service orientation.
Teamwork	Demonstrates strong teamwork skills; fosters a teamwork environment.

**Education/Training:**

- Grade 12 or equivalent.

**Experience:**

- Minimum three (3) years of basic general accounting experience in one or more of: accounts receivable, accounts payable, journal entries.
- Cash handling and customer service experience.

**Preferred Criteria (For External Candidates Only)**

- Experience working in local government.
- Experience with Tempest and Vadim software programs for municipalities.
- Successful completion of a college level bookkeeping course

**Unusual Working Conditions**

- Dealing with difficult people.
- Additional deadline pressure and heavy volume of work at various times.