

# Accounting Clerk II

**Naturally, Campbell River** – Located on Vancouver Island, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. 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 diverse financial and clerical tasks with a strong focus on customer service, while providing cross-coverage within the financial services department. Daily tasks involve processing property taxes, utilities, accounts payables, and accounts receivables, alongside cashier duties, journal entries, and account reconciliations. The role ensures compliance with municipal policies, bylaws, and external regulations while managing correspondence and maintaining record systems.

**What we offer:** The rate of pay for this CUPE bargaining unit position is **\$35.51** per hour, based on a 35-hour work week. We offer a **comprehensive benefits package**, which includes 3 weeks paid vacation, extended health and dental coverage, a defined pension plan, life insurance, and short-term disability coverage. This position is **eligible for flexible work arrangements** which may include one of the following: compressed work week or earned day off.

**Our ideal candidate will have:**

- Grade 12 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.
- Experience working in local government preferred.
- Experience with Tempest and Vadim software programs for municipalities preferred.
- Successful completion of a post-secondary bookkeeping or accounting course preferred.

**Posting closing date: September 3, 2026**

**Posting number: 26-061**

***Please apply using the 'Apply Now' link below.***

**When you apply:**

You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

**Questions about this position?** Email [careers@campbellriver.ca](mailto:careers@campbellriver.ca)



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