



Accountant 1

Competition #22-077
Status: Temporary Full Time CUPE
Department: Finance
Salary: \$34.13 - \$40.13
Closing: April 18, 2022

Come grow with The City of Maple Ridge! Are you a team player with a "can do attitude", excellent communication and customer service skills? We have the perfect opportunity for you!

POSITION OVERVIEW

We are looking for a temporary full time Accountant 1 to join our Finance team to perform intermediate complexity accounting work such as reconciliation of balance sheets and operating accounts, maintenance of charts of accounts and preparation of financial statements and reports. This role will also participate in detailed costing investigations, efficiency investigations and proposes improvement through an audit process.

EDUCATION AND EXPERIENCE

High school graduation supplemented by completion of entry level courses, preferably second year courses, in a recognized accounting program, such as the core modules of the Chartered Professional Accounting programs, plus considerable related experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Qualified knowledge of entry level accounting and related software and systems, modern office practices and procedures, Business English and arithmetic.
- Ability to prepare financial reports and statements.
- Ability to use various financial software and MS Office, with an emphasis on Excel spread sheets.
- Ability to maintain effective working relationship with staff and deal effectively with the public.

ADDITIONAL INFORMATION

The successful candidate will be required to complete a Police Information Check as a condition of employment. (Note – not required a part of the application process; however, will be required upon consideration for employment)

WHAT WE OFFER YOU

The City of Maple Ridge is a great place to work with competitive compensation packages that include a strong employee wellness program and the opportunity for professional career growth and professional development. If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

We thank all applicants for their interest, however, only those under consideration will be contacted.