



Career Opportunities

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Accounting Clerk III

Finance | \$ 32.18-35.76 per hour | Full-time Permanent | CUPE

| *Competitive wages and a top-notch benefit and pension package. Opportunities for career development and professional advancement. A diverse, inclusive and supportive workplace. Wellness incentives, ETO Banks, flexible work environments, and federal statutory holidays.*

rk%20III%20at%20City%20of%20Penticton&body=Apply%20for%20the%20Accounting%20Clerk%20III%20at%20City%20of%20Penticton%20using%202F%2Fpenticton.prevueaps.ca%2Finternaljobs%2F22

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton's Finance department is in search of a highly motivated and detailed individual for the position of **Accounting Clerk III**. This position supports the Finance Department by assisting team members in their duties, as required, to meet service expectations, Departmental goals and objectives.

Reporting to the Manager of Finance, this position is responsible for the Financial Operations accounting functions and performing a variety of accounting duties as well as delivery of information to the public. This includes weekly payment processing, completion of bank reconciliations, preparing various analyses of accounts or expenditures, as well as being responsible for cemetery internment inquiries, paperwork and billings.

Key Responsibilities:

- Reconciles City bank accounts and follows up on reconciling items to ensure completion.
- Responsible for payable invoice entry and payment processing including preparation of computer cheques and files for electronic funds transfers (EFT).
- Performs service fee, interest and adjustment journal entries related to banking activity and web banking returns.
- Performs stop payment cheque function in Bank and initiates stale-dated cheque cancellation process if required.
- Prepares periodic account analysis, reconciliations, journal entries and reporting as required.
- Record and distribute monthly transit passes and compile reporting.
- Responsible for cemetery internment inquiries, paperwork, and billings.
- Process accounts receivable billings and collections.
- Provide support to other accounting staff as required.

Required Knowledge, Abilities & Skills:

- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Knowledge of and proficient ability to use various computer word processing, project scheduling programs, databases and Microsoft Outlook.
- Extensive experience using spreadsheet software Excel.
- Effective organization, time management and multi-tasking skills to prioritize and complete work in an environment with high volume, while paying close attention to detail.
- Ability to work and perform accounting functions in a complex ERP system.
- Collect, audit, and compile paper and electronic data of various city-wide cashier related transaction activity for import into the accounting system.
- Ability to understand, interpret, operationalize and enforce City policies procedures and regulations.
- Ability to analyze and research relevant information to resolve issues with diplomacy and discretion.
- Ability to exercise courtesy and tact in exchange of information with other City employees, the public and suppliers.

Education, Training & Experience:

- Minimum of 3 years of accounting experience, preferably in a local government setting.
- Completion of a diploma in Business Administration.
- Have completed core modules and some electives of the Charter Professional Accountant Professional Education Program, or equivalent.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **November 5, 2023**.

Position type: Full-time Permanent (35 hours per week)
Wage: \$32.18 - \$35.76 per hour (Pay Grade 9, CUPE)
Benefits: Attractive benefits, vacation and pension package
Competition #: 23-147

Apply Now

** Fields Are Required*

What is your full name?

First Name*

Last Name*

How can we contact you?

Email*

Phone Number*

Cell



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