



Position Title: Accounting Clerk III

Position Status: Full-Time Temporary (This position to last not later than November 29, 2024)

Department: Financial Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T22 \$2,728.18 - \$3,211.75 bi-weekly

Our Financial Services Department is seeking an Accounting Clerk III who will provide key financial operational support for capital infrastructure projects in our region.

You are: Someone who provides excellent customer service, and who can proactively deal with problems as they arise. You work well in a fast paced environment with different working groups.

This role:

- Ensures for completion of all invoicing, account postings, accruals and allocations and for closing accounting periods in a timely manner; prepares adjusting entries; operates computer terminal to request reports, checks reports and refers unusual problems to superior.
- Prepares a variety of statements, analysis and statistical reports such as annual operational reports and final capital cost certificates; assists in preparation of year end accounting and financial reports, records, and working papers.
- Checks the work of junior accounting clerks; checks aged trial balance reports, bank reconciliations, accounts receivable and accounts payable analysis and takes appropriate follow up action.
- Acts as resource person regarding new or existing computer operational procedures related to the work performed, liaises with computing section staff regarding system changes and computerization of manual systems, and distributes updates of system operational manual as required.
- Implements approved record management policies and procedures; arranges for destruction, microfiche copying or relocation of records.

- Processes contract progress payments for construction projects and consultant/professional billings, analyzes operating expense accounts and allocates overhead and other cost centres to various departmental projects and operations on pro rata bases established by superior; capitalizes interest expense in various Districts.
- Establishes and maintains effective working relationships with a variety of internal and external contacts; provides information and assistance regarding a variety of matters related to the work.
- Performs related duties as required.

To be successful, you have:

- Completion of Grade 12 supplemented by completion of four years of a recognized accounting program, plus sound related experience preferably within a computerized fund accounting system; or an equivalent combination of training and experience.
- Considerable knowledge of modern business and fund accounting principles, practices and procedures.
- Considerable knowledge of the procedures, laws, regulations and terminology applicable to the work.
- Considerable knowledge of modern office methods and procedures and of business English, spelling and arithmetic.
- Considerable knowledge of the policies and procedures of records management utilized in the department.
- Sound knowledge of data processing operations applicable to the work.
- Working knowledge of the organization and functions of various departments of the Regional District.
- Ability to carry out a variety of accounting duties under minimal supervision and to organize and complete work to meet deadlines.
- Ability to prepare a variety of statements, analysis and statistical reports and to assist in the preparation of a variety of year end documents.
- Ability to check the work of junior accounting clerks and to take appropriate follow up action.
- Ability to act as a resource person regarding computer operations and maintain currency with system changes and requirements.
- Ability to make calculations with speed and accuracy.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Superior analytical and computational aptitudes.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, 2SLGBTQI+, all genders and persons with disabilities. Accommodations will be provided upon request during the selection process.

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by December 12, 2023.