



*... a great place to live, work & play*

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

## Accounting Clerk 1

In this position, you will be part of a professional team that processes a variety of property tax, utility, municipal tickets and accounts receivable transactions. Duties include performing moderately complex accounting functions and involve reconciling accounts, verifying tax and utility bills, preparing journal entries, processing payments and serving members of the public. The work is performed within established policies and procedures and requires a high degree of accuracy and effective communications with internal and external contacts. The incumbent must be adept at offering great customer service both in person and over the phone.

### **Required Training and Experience:**

High school graduation supplemented by completion of 2<sup>nd</sup> year level accounting courses leading to a recognized accounting program plus a minimum of two years related experience or an equivalent combination of training and experience. Preference will be given to applicants with Tempest and PeopleSoft knowledge and experience in municipal property tax and customer service.

The City of Delta provides a competitive salary of \$31.66 - \$37.20 and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants are requested to apply online at [www.delta.ca/employment](http://www.delta.ca/employment), to competition **#24-52 EX** by **February 25, 2024**.

The City of Delta's Covid-19 Vaccination Policy has been suspended, however, we reserve the right to reinstate it in response to changes in the public health landscape, including public health orders. We are committed to the protection, health, and safety of our employees and our community, and our Communicable Disease Plan and related protocols remain in place.

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

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.