



DISTRICT OF SAANICH
FINANCE
ACCOUNTING SERVICES

ACCOUNTING CLERK Permanent Full Time

The Finance Department at the District of Saanich is seeking an experienced Accounting Clerk to perform intermediate accounting work. Duties include maintaining varied computerized financial records; reconciliation of financial accounts including bank accounts; maintaining internal controls and the compliance of established financial policies; processing of accounts payable and receivables; maintaining of records and documents, and assisting with financial year-end duties.

As the ideal candidate, you will have numerical aptitude; be highly detailed oriented; have experience with spreadsheets and database applications, experience with both accounts payable and accounts receivable processing, and advanced experience reconciling general ledger accounts. With a proven history of problem solving, you will possess strong analytical and judgement skills. You will have a strong customer focus; be able to respond to numerous questions from both internal and external customers whether by email, phone, or in person; ability to communicate with all levels of staff to establish and maintain effective working relationships and be able to handle numerous tasks at once with proven prioritization skills.

Qualified applicants will have two years of a certified accounting program diploma or certificate and the certificate, or transcripts need to be available for review prior to being shortlisted. One year of practical accounting experience in an accounting/financial environment is also required. An equivalent combination of education and experience may be considered.

The successful applicant will work Monday to Friday 8:30 a.m. - 4:30 p.m. (35 hours per week) or a variation with the earliest start time of 8 a.m. and latest ending time of 5 p.m. A modified work week (flex days) arrangement is an option which would be 37.5 hours per week. Work is conducted in an open-area environment with individual workstations, and this is not a role conducive of working from home.

This is a C.U.P.E. Local 2011 position with a wage of \$37.95 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. Please

apply with your resume and a cover letter by 11:45 p.m. on Tuesday, April 30, 2024 quoting competition 24121 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. We thank all applicants for applying.