

# ACCOUNTING CLERK II (FULL-TIME)(TIME-DURATED)

Competition #2024-22

May 27, 2024



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Mission to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We invite all qualified candidates to apply. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included. If you have a passion for public service and want to make a difference in the lives of those who live, work, and learn in the Fraser Valley, consider coming to work with us.

Under the direction of the Assistant Controller, the Accounting Clerk II will maintain accounting and statistical records for the FVRD and agencies for which the FVRD has assumed administrative functions; administers and balances a variety of financial statements and sub-ledgers; performs analyses and reconciliations of asset, liability and operating accounts; performs internal audit functions as directed and recommends and implements changes as required; assists with or completes the weekly Accounts Payable cheque run and completes all related duties; completes the weekly Accounts Receivable invoice creation; produces utility bills at various times during the year; and assists with cash receipting processing and reviews.

We offer a positive, supportive, team-based work environment with an emphasis on collaboration. If you have a can-do attitude and a keen sense of humour, you will fit right in. Bring your positive energy, ambition and desire to learn, and we will take care of the rest. The term of this position will end on July 12, 2025.

## Knowledge, Skills, and Abilities:

- » Must have completed or be registered in at least the second year of a diploma or degree program from a recognized post-secondary institution in Business Administration and /or Accounting plus several years of work experience in a related field, or an equivalent combination of education and experience;
- » Sound knowledge of modern office practices, procedures, office equipment and both manual and computerized accounting systems;
- » Considerable knowledge of the principles, procedures, policies and regulations applicable to professional accounting practices;
- » Sound knowledge of modern office practices, procedures, office equipment, and both manual and computerized accounting systems;
- » Ability to prepare accurate financial reports, statements, and to reconcile various accounts and sub-ledgers;
- » Ability to maintain effective working relationships with other staff and to explain and interpret department policies and procedures.

The start rate for this Union position is \$28.65 plus 16% in lieu of benefits. On successful completion of the required six month probationary period, the wage will increase to \$33.70 per hour plus 16% in lieu of benefits.

If this opportunity excites you, and you want to contribute to a positive work environment, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. **Visit [www.fvrd.ca/careers](http://www.fvrd.ca/careers) to apply for this competition by 4:30 p.m. on June 17, 2024.**

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.*