

# ACCOUNTANT I

The City of Campbell River is seeking an **Accountant I** to join their Financial Services team.

**Naturally, Campbell River** – Located on Vancouver Island, surrounded by the ocean and majestic mountains, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

**The role** – Reporting to and taking direction from the Controller, the Accountant I performs a variety of accounting functions within the Finance Department, including accounts payable, accounts receivable, risk management, and procurement administration.

## Our ideal candidate will have:

- Two (2) year Diploma in Business with an Accounting Major from a recognized post-secondary institution.
- Minimum three (3) years of general accounting experience in a relevant field within the last ten (10) years.
- Municipal or public sector accounting experience is preferred.
- Experience with Tempest and Vadim software programs for municipalities is preferred.
- Experience in payroll administration is preferred.
- Canadian Payroll Association - Payroll Compliance Practitioner (PCP) certification is considered an asset.

The rate of pay for this permanent, full-time, CUPE bargaining unit position is **\$34.56 per hour**, based on a 35-hour work week, and includes a comprehensive benefits package. Workplace flexibility is important to the City of Campbell River – this position is eligible to participate in Flexible Workplace Options.

For information on this exciting opportunity and to view a detailed job description that lists all the duties and necessary qualifications for this position, please visit [www.campbellriver.ca/employment](http://www.campbellriver.ca/employment)

**This posting closes on Sunday, June 16<sup>th</sup>, 2024.**

Please send your resume with covering letter, quoting **Competition EXT-24-054** to:



**Email:** [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department

**City of Campbell River**

301 St. Ann's Road

Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.