



BUILD A CITY. BUILD A FUTURE.



ACCOUNTING CLERK 1

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.
Build a City. Build a Future at the City of Surrey*

Scope

The Accounting Clerk 1 in the Finance department is responsible for routine accounting clerical work, including maintaining general ledger accounts as assigned, verifying and reconciling payment requests and accurate disbursement of funds.

Employment Status

Union - CUPE Local 402 – Regular Full-time

Responsibilities

- Reconciling petty cash and cash advance funds.
- Release of damage deposits.
- Processing of refund requests.
- Reconciliation and adjustment of sub ledger accounts.
- Preparing year-end working papers.
- Other job duties may be assigned according to operational requirements.

Qualifications

- The successful applicant will have completed Grade 12, supplemented by a minimum of one accounting course equivalent to a current introductory course at a recognized post-secondary institution.
- A minimum of two (2) years of recent clerical/accounting experience is required.
- Good computer and calculator skills as well as knowledge of basic accounting including journals, ledgers, trial balances and accounting transactions is an asset.
- Good working knowledge of financial software and PC applications, including Excel and Word is an asset.

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

Other Information

- Hourly Rate: \$31.97

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Steps	Hourly Rate
Step 1	\$31.97
Step 2 (6 Months)	\$32.90
Step 3 (18 Months)	\$33.50
Step 4 (30 Months)	\$34.75

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID.

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