

RCMP Finance Clerk (Part Time)

Job Requisition	JR-2024-104 RCMP Finance Clerk (Part Time) (Open)
Job Family	CUPE
Start Date	2024-07-16
End Date	2024-07-31
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Detachment-Building/RCMP-Finance-Clerk--Part-Time-_JR-2024-104

Description

Internal Closing Date:

Jul 24, 2024

External Closing Date:

Jul 31, 2024

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

30.44

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Hours: Minimum 20 hours per week

Reporting to the Manager, Administrative Support & Training - RCMP, the RCMP Finance Clerk is responsible for providing support to the RCMP accounts payable and accounts receivable functions in daily processing of financial transactions for the Vernon/North Okanagan RCMP Detachment.

Duties Include:

- Prepares account reconciliations and analysis to various RCMP accounts.
- Ensures charges to the City of Vernon conform to the Municipal Policing Agreement and prepares related reports as required.
- Provides financial information to the City of Vernon relating to the Municipal Policing Agreement.
- Tracks, reviews, verifies correct GL codes, and ensures compliance of various claims and invoices, including RCMP Reservist pay, in accordance with the RCMP, Treasury Board, and other related policy.
- Researches, compiles and submits monthly expenditures and reports for all business lines, projects and enhanced policing activity.
- Assists with research and data collection in preparation of the RCMP budget.
- Performs a variety of clerical functions including creating spreadsheets and ordering supplies.
- Monitors RCMP municipal expenses.
- Provides RCMP switchboard relief on a regular basis.
- Provides coverage for other positions as required.
- Performs other duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Completion of Business Administration Accounting Certificate or equivalent.
- Minimum six months recent experience with relational databases as well as modular, integrated accounting systems.
- Experience in a multi-divisional organization.
- A combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Demonstrated knowledge of procurement practices and relationship between purchasing, external and internal customers, inventory, and accounts payable.
- Proficient in the use of computers, general office equipment and related software, specifically WORD and EXCEL.
- Creates and manipulates formula-based spreadsheets, pivot tables, formats documents, and scans and downloads files.
- Delivers neat and accurate work that demonstrates attention to detail.
- Excellent organizational and prioritizing abilities while working under pressure.
- Strong analytical skills with the ability to seek out relevant sources of information to effectively solve problems.
- Provides excellent customer service.
- Communicates effectively both in writing and verbally. Uses proper business English that includes correct punctuation and grammar.
- Exercises courtesy, tact, and diplomacy during the exchange of non-routine information with co-workers, suppliers, contractors, and the general public.
- Ability to work flexible part-time hours to accommodate workload demands.
- Ability to obtain and maintain a RCMP Enhanced Reliability Status security clearance.

Preferred Education and Experience:

- Post-secondary education in Business Administration, preferably with an accounting major.
- Experience with TEAM, PRIME and Outlook.

Preferred Knowledge Skills and Abilities:

- Knowledge of the organizational mandate, structure, culture and strategic framework of the RCMP.
- Knowledge of the RCMP financial reporting system.
- Knowledge of the Financial Administration Act and Treasury Board regulations.

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at www.vernon.ca/ start your application by selecting “apply”.
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.
- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Detachment Building
Time Type	Part time
Locations	
Supervisory Organization	Administrative & Support Services - RCMP