



*The “Natural Place to live, work, play and invest”, the City of Pitt Meadows is a picturesque community of just over 18,000 residents, boasting a small town atmosphere with all the urban amenities, beautiful outdoor environment and a great quality of life, located just one hour east of downtown Vancouver.*

## **ACCOUNTANT II (Financial Services) (CUPE Full-time, Time-durated)**

The City of Pitt Meadows is recruiting an Accountant II to support our Financial Services Department. Reporting to the Manager of Financial Reporting and Planning, this position performs intermediate accounting work including account analysis, preparation of financial reports, maintaining accounting and statistical records, and supervising a small team. They will also perform month-end close procedures, review monthly budget reports, and ensure expenditures are within approved budgets. If you are deadline driven, detail oriented, and a self-starter, then this may be the opportunity for you!

Regular working hours are Monday to Friday, 8:30am – 4:30pm. Please note, this is a time-durated role with an anticipated end date of March 28<sup>th</sup>, 2025.

### **Qualifications:**

- High school graduation plus professional accounting designation and considerable related experience (municipal experience desirable); or an equivalent combination of training and experience.
- Preference may be given to candidates with a Chartered Professional Accountant (CPA) designation. Considerable knowledge of accounting methods/procedures.
- Comfortable using various computer applications used in the work.
- Ability to prepare and analyze accounting and budget reports.
- Experience supervising and assigning work to a small team.
- Establishes and maintains effective working relationships with internal and external contacts.
- Ability to meet deadlines and accomplish time-sensitive work in a proactive manner.
- Strong attention to detail and customer service skills.

### **What We Offer:**

- CUPE Wage Rate: Pay Grade 24, Step 1 - \$42.31/hr plus 12% in lieu of benefits, vacation pay, and general holiday pay.
- Free gym membership.
- Free employee parking.
- An excellent opportunity to join a team dedicated to creating a vibrant, sustainable, complete, and livable community!

To apply and view a complete job description visit our [website](#).

*Closing date: Sunday, September 29<sup>th</sup>, 2024 at 11:59pm*

Qualified applicants are encouraged to apply immediately, as shortlisting may be conducted during the posting period.

The City of Pitt Meadows is an equal opportunity employer and welcomes applications from all qualified individuals. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

We support a diverse workforce and encourage inclusion in the workplace. We welcome applications from people from all backgrounds. If you are an applicant with a disability that requires a reasonable accommodation during the recruitment process, you can contact our accessibility representative at [HR@pittmeadows.ca](mailto:HR@pittmeadows.ca). Our inclusion, diversity, equity and accessibility strategy is on our website with more information: [Equity, Diversity and Inclusion | City of Pitt Meadows](#)