

Township of Langley

Job Title:	Clerk II
Competition Number:	24-U166
Employment Type:	Regular Part-Time
Pay Rate:	\$27.30 - \$31.97 per hour (five steps, 2024 rates) plus benefits
Hours of Work:	25 hours per week; Monday to Friday, 5 hours per day between 8:30am – 4:30pm
Competition Opening Date:	October 4, 2024
Competition Internal Closing Date:	October 15, 2024
Competition External Closing Date:	October 18, 2024

Job Overview

The Township of Langley is currently recruiting for a regular part-time **Clerk II** to join our team of professionals in the Finance Division, Finance Business Support Department. Reporting to the Manager, Financial Systems and Supplier Services, in this unionized position you will provide a variety and complexity of business support and related assistance to the Finance Business Support Department. This position will appeal to applicants who are detail oriented and committed to excellence in customer service.

Responsibilities

- Prepare a large daily volume of accounts payable invoices for registration by other accounts payable staff
- Maintain files and records, perform non-complex calculations and operate a variety of common office equipment
- Receive and check correspondence for accuracy and completeness
- Provide coverage during periods of heavy workloads and absences
- Perform related work as required

Qualifications

- Completion of grade 12 preferably including or supplemented by commercial courses. Sound related experience preferably as a Clerk I or an equivalent combination of training and experience
- Sound knowledge of recordkeeping, indexing, filing and related functions as it relates to accounts payable
- Ability to make routine decisions in accordance with departmental rules and regulations
- Ability to communicate effectively (orally and written) with internal and external contacts
- Ability to work under general supervision and perform a variety of clerical functions
- Ability to operate printing equipment and common office appliances

Apply Now

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We appreciate all applications; however, only short-listed candidates will be contacted for an interview.