

# BUILD A CITY. BUILD A FUTURE.



## Accounting Clerk 1

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*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 is responsible for routine accounting clerical work, including maintaining general ledger accounts as assigned, disbursements and collection of funds.

### Employment Status

Union - CUPE Local 402 – Term (6 months)

### Responsibilities

Applicants must have effective communication skills both verbally and in writing. Good computer and calculator skills as well as basic knowledge of basic accounting including journals, ledgers, trial balance and accounting transactions and good working knowledge of financial software and PC applications, including Excel and Word for Windows. Teamwork, quick accurate mathematical calculations and successfully meeting pressures of deadlines are required.

### Qualifications

- Completed Grade 12 supplemented by a minimum of one accounting course equivalent to a current introductory accounting course at a recognized post-secondary institution, and
- A minimum of 2 years recent clerical/accounting experience.
- An equivalent combination of education and experience may be considered.

### Other Information

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

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**This Posting Closes on October 17, 2024**