

# ACCOUNTING CLERK III (FULL-TIME) (TIME-DURATED)

Competition #2024-41

October 28, 2024



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Mission to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We invite all qualified candidates to apply. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included. If you have a passion for public service and want to make a difference in the lives of those who live, work, and learn in the Fraser Valley, consider coming to work with us.

We have an exciting and challenging opportunity for an energetic and self-motivated individual to fill the position of Accounting Clerk III in the Finance Department. The successful candidate will report to the Assistant Controller. The incumbent will perform a variety of complex tasks including maintaining accounting and statistical records, and reconciling a variety of financial statements and accounts/sub-ledgers; performing analyses of asset, liability and operating accounts; performing accounts receivable functions, answering enquiries and preparing reports for various internal and external sources on a variety of financial matters; performing internal audit functions; assisting with utility billing; assisting with data entry of budgets; assisting with preparation of year-end working papers, debt spreadsheets, and supporting schedules for annual financial statements; assisting in the preparation and submitting of annual government forms; assisting with, or completing in the absence of the payroll clerk, the preparation of the bi-weekly payroll.

## Knowledge, Skills, and Abilities:

- » Three years of accounting courses approved by a Certified General Accountant, Certified Management Accountant or Chartered Accountant Program, plus 4 years prior job related experience, preferably in a local government environment, or an equivalent combination of training and experience;
- » Considerable knowledge of the principles, procedures, policies and regulations applicable to professional accounting practices, including fund accounting;
- » Must have knowledge of systems and procedures together with experience in the utilization of financial computer software applications, and extensive knowledge of Vadim software;
- » Knowledge or skill in auditing techniques;
- » Ability to prepare financial reports, statements, and to reconcile various accounts and sub-ledgers;
- » Ability to maintain effective working relationships with other staff and to explain and interpret department policies and procedures;
- » Ability to produce accurate financial reports and information.

The start rate for this Union position is \$31.31 (2024 rate) plus 16% in lieu of benefits. The term of the position will end on October 31, 2025.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Visit [www.fvrd.ca/careers](http://www.fvrd.ca/careers) to apply for this competition by 4:30 p.m. on November 18, 2024.

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.*