

Career Opportunity

FINANCE CLERK II

BASIS: FULL TIME, PERMANENT | CLOSING DATE: NOVEMBER 15, 2024 AT 9:00AM

Responsible for providing financial services at City Hall, including accounts receivable, utility billing, property taxes, and responding to public inquiries.

Key Responsibilities

Reporting to the Manager of Finance, this position will be responsible for all aspects of property taxation, utility billing and accounts receivable functions for the City. This includes but is not limited to:

- Generating and distributing annual property tax notices and penalty levies
- Reconciling general ledger accounts monthly and annually
- Calculation and preparation of quarterly utility billings
- Creating and maintaining new and existing utility billing accounts
- Respond to inquiries on property tax and utility billing issues
- Accounts receivable and invoicing functions
- Draft and update content for the website
- Act as backup and extra resource to the Finance Department, as required

Qualifications

The successful candidate will have a minimum of 2 years previous accounting experience and enrolled in the CPA Professional Education Program (CPA PEP) or equivalent. Strong Microsoft Office and accounting software skills are essential.

This position is a CUPE Local 2262 position with an attractive hourly rate of \$39.34 and excellent benefit package upon successful completion of probation. Please visit our website at www.castlegar.ca for a full job description and information about our community.

Qualified applicants are invited to submit their detailed resume via email by 9:00AM, on November 15, 2024 to hr@castlegar.ca with the subject line Finance Clerk II Position.

We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for an interview will be contacted.

About Castlegar

Live more at one-third the average housing price of metro Vancouver and two-thirds the B.C. average. Be an outdoors action hero in the West Kootenay wild, in British Columbia's interior, where the Columbia and Kootenay rivers meet and endless adventures are right in your backyard.

Work for a City going places – with an ambitious vision, a dynamic municipal government, and a track record of doing cool things – including Millennium Ponds, Sculpturewalk, and an ongoing refresh of Columbia Avenue, our main artery. The City of Castlegar is growing and we're looking for the perfect person to get in on the action.

Learn More

To view all available job positions or learn about applying for a City position, please visit castlegar.ca/careers

Castlegar City Hall

Open Mon – Fri, 8:30 a.m. – 4:30 p.m.
250 365 7227 | castlegar.ca

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