



HUMAN RESOURCES

TEMPORARY FULL-TIME GENERAL LEDGER CLERK

(Competition 24-143)

Position Overview

The City of Nanaimo is seeking a temporary full-time General Ledger Clerk. Under the direction of the Manager, Accounting Services, the incumbent is responsible for the timely processing of invoices (utility bills and others as assigned) and journal entries, ensuring all source documents conform to City policies and procedures, information within the deposit section of Prospero, reconciliation of general ledger accounts as assigned, distribution of accounts payable cheques, records management, and year-end duties as assigned.

Qualifications

Applicants must have completion of three introductory accounting/finance courses at a recognized College or University (equivalent to ACCT 100 (Financial Accounting I) and ACCT 201 (Financial Accounting II) and FNCE 130 (Intro to Finance) at VIU). A minimum of 2 years' related experience is required. An equivalent combination of education and experience may be considered.

Additional Information

This is a CUPE bargaining unit position based on a 35-hour work week. The hourly wage is \$35.58, increasing to \$37.44 upon successful completion of probation (Jan 2024 Rates). It is anticipated that this vacancy will be up to one year in duration.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 24-143 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Wednesday, November 27, 2024

Application Deadline

Friday, December 6, 2024
4:30 p.m.

Contact Information

Human Resources
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