



Position Title: Accounting Clerk II

Position Status: Full-Time Regular

Department: Financial Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T18 \$2,410.63 - \$2,837.65 bi-weekly

Our Financial Services Department is seeking an Accounting Clerk II who will record journal entries and provide accounting support for monthly, quarterly, and annual reporting. The incumbent will review contract progress invoices and other payment requests for accuracy and compliance with applicable policies, regulations, tax implications.

You are: A problem solver who thrives in a team environment and communicates well with internal and external clients. You work independently and meticulously with sound knowledge of accounting processes and principles as well as Canadian taxes.

This role:

- Prepares and posts monthly, quarterly, and annual accrual journal entries for a variety of accounts such as housing utilities, solid waste contracts, fixed asset depreciation, water billings, and gas and water accruals; prepares and issues invoices and posts journal entries for various accounts.
- Processes a variety of items such as expense claims, directors' fees, vehicle benefits, and contract progress payments; reviews forms, invoices and requisitions submitted for accuracy, appropriate authorization and compliance with applicable policies or regulations; follows up on discrepancies and performs monthly account reconciliations.
- Reviews US dollar transactions and assesses whether non-resident withholding tax applies or whether commodity taxes should be self-assessed; reconciles non-resident withholding tax remittance forms; prepares annual required tax returns.
- Performs various bank reconciliations such as main bank accounts, payroll, accounts payable, manual cheques, and Regional accounts; transmits bank electronic downloads and uploads, confirms data transmitted agrees with accounts payable and bank reports; assists Treasury with any processes with respect to main accounts.

- Prepares, updates, and maintains a variety of records and files, both manual and computerized, related to the work; assigns project numbers, prepares and posts budget journal entries, updates computer tables as required; prepares specified year-end accounting working papers related to the work.
- Establishes and maintains effective working relationships with a variety of internal and external contacts and provides information and assistance as required.
- Performs related work as required.

To be successful, you have:

- Completion of the 12th school grade supplemented by completion of two years of a recognized professional accounting program, plus sound related experience; or an equivalent combination of training and experience.
- Considerable knowledge of the practices, procedures and regulations governing the work performed.
- Considerable knowledge of modern business accounting principles, practices, and procedures.
- Sound knowledge of modern office methods and procedures and of business English, spelling, and arithmetic.
- Sound knowledge of computerized data processing operations as applicable to the work performed.
- Working knowledge of the organization and functions of the MVRD and related Boards as related to the work performed.
- Ability to work with minimal supervision and to make decisions in accordance with applicable rules, regulations, policies and procedures.
- Ability to process a variety of accounts receivable and accounts payable transactions, to prepare a variety of journal entries and to reconcile a variety of accounts.
- Ability to process financial information with speed and accuracy and to organize and complete work to meet deadlines.
- Ability to prepare standardized accounting reports and statements including specified year-end accounting working papers.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and provide routine information and assistance.
- Skill in the use of common office equipment including a computer terminal.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by February 25, 2025.