



DISTRICT OF SAANICH  
FINANCE DEPARTMENT  
ACCOUNTING SERVICES

**ACCOUNTS PAYABLE CLERK**  
Temporary Part Time Position  
(Approximately 12 months)

The Finance Department is seeking an Accounts Payable Clerk to perform the day-to-day processing of accounts payable transactions to ensure that vendors are paid in a timely and accurate manner. The Accounts Payable Clerk uses a computerized system to process various invoices electronically for payment and maintains all aspects of accounts payable processing and controls using account coding, authorization, pricing, discrepancies and corrections. The candidate must be able to thrive in a very busy office environment working both independently and as part of a team, be organized to handle multiple tasks at once, and maintain accuracy and attention to details while still ensuring deadlines are met.

Requirements include post-secondary courses in accounting and office procedures; two years of experience in performing varied office and clerical work including financial transactions, word processing, and data entry; requires courses/and or experience with computers and computer-based applications including word processing and spread sheet applications. Candidates with an equivalent combination of education and experience may be considered.

The successful candidate will work Monday to Friday, 28 hours/week, start time 8 a.m. with Monday – Wednesday being the main days. As a component of the selection process, testing will be conducted.

**This is a C.U.P.E. Local 2011 position with a wage of \$37.07 plus an excellent benefits. Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). Please apply by 11:45 p.m. on April 13, 2025 quoting competition #25084 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. We thank all applicants for applying. Only those under consideration will be contacted.