



# BUILD A CITY. BUILD A FUTURE.



## CLERK 2 – ACCOUNTS PAYABLE

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.  
**Build a City. Build a Future at the City of Surrey***

### Scope

As a Clerk 2 in the Accounts Payable section of the Finance Department, you will perform a variety of entry-level clerical work in a high-volume environment. Work at this level will include repetitive tasks, gathering information, processing documents, data-entry and performing various office duties. The Clerk 2 will be capable of exercising good judgment, understanding and following direction, prioritizing, and working independently.

### Employment Status

Union - CUPE Local 402 – Auxiliary

### Responsibilities

- You employ attention to detail to maintain a high level of accuracy while performing large volumes of document scanning, sorting and organizing in both hard copy and electronic formats.
- Through teamwork, you will collaborate with other members of the Accounts Payable team and perform other related duties as required.
- Using your excellent interpersonal skills, you will provide exceptional customer service to internal and external stakeholders.
- Using your outstanding communication skills, you will effectively explain Accounts Payable policies and procedures by telephone, in person and in writing.
- You possess strong organizational skills to ensure timely completion of duties.
- You have the ability to efficiently scrutinize incoming documents against Accounts Payable guidelines and identify non-conforming elements to prevent against errors.

### Qualifications

The successful candidate will have:

- Completion of Grade 12, supplemented by courses in office administration or other related courses.
- A minimum of 1 year of experience in an office environment.
- An equivalent combination of education and experience may be considered.
- A minimum typing speed of 40 wpm is required.

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Apply online at [www.surrey.ca/careers](http://www.surrey.ca/careers)



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## OTHER INFORMATION

Number of Job Openings: 2

Hourly Rate: \$28.43 (2024 Rates)

| Steps              | Hourly Rate |
|--------------------|-------------|
| Step 1             | \$28.43     |
| Step 2 - 6 Months  | \$28.78     |
| Step 3 - 18 Months | \$29.52     |
| Step 4 - 30 Months | \$30.12     |

Successful applicants must provide proof of qualifications.

### Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6377.

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