

Accounting Clerk III

📅 Posted 04-Mar-2025 (PST) | 📁 Finance | 💰 \$ 36.20-40.23 per hour

| 🏠 Full-time Permanent | 🏢 CUPE

| 🎁 Attractive benefits, vacation and pension package.

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton's Finance department is in search of a highly motivated and detailed individual for the position of **Accounting Clerk III**. This position's primary focus will be the accounting duties associated with accounts payable at the City of Penticton.

Reporting to the Manager of Finance, this position is responsible for acquiring and processing invoices under established policies and procedures, assisting in the reconciliation of accounts, paying and communicating with various vendors and customers, as well as delivery of information to the public. This includes payment processing, verifying the accuracy of invoices, processing travel expense claims, completion of reconciliations, preparing various analyses of accounts or expenditures, as well as responding to internal/external queries in a courteous and professional manner.

Key Responsibilities:

- Responsible for processing purchase orders and contracts, payable invoice entry, and payment processing including preparation of cheques and electronic funds transfers (EFT)
- Reconcile City accounts and follow up on reconciling items to ensure completion
- Verify vendor accounts by reconciling monthly statements and related transactions
- Maintain historical records of all invoices, reports, and disbursements by saving documents within the ERP system
- Respond to and investigate internal/external queries
- Perform stop payment cheque function in Bank and initiates stale dated cheque cancellation process if required
- Prepare periodic account analysis, reconciliations, journal entries and reporting as required
- Provide support to other accounting staff as required

Required Knowledge, Abilities & Skills:

- Excellent communications (verbal and written), interpersonal and customer service skills are required
- Knowledge of the rules and regulations regarding GST and PST
- Knowledge of and proficient ability to use the complete Microsoft Office suite of business applications with proficiency in Microsoft Excel at the expert level
- Effective organization, time management and multi-tasking skills to prioritize and complete work in an environment with high volume, while paying close attention to detail
- Ability to work and perform accounting functions in a complex ERP system, Unit4 preferred
- Ability to understand, interpret, operationalize and enforce City policies procedures and regulations
- Ability to analyze and research relevant information in order to resolve issues with diplomacy and discretion
- Ability to exercise courtesy and tact in exchange of information with other City employees, the public and suppliers

Education, Training & Experience:

- Minimum of 3 years of accounting experience, preferably in a local government setting
- Minimum of 2 years of current relevant experience in an accounting department
- Completion of a diploma in Accounting or Business Administration

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **March 11, 2025**.

Position type: Full-time Permanent (35 hours per week)
Wage: \$36.20 - \$40.23 per hour (Pay Grade 9, CUPE)
Benefits: Attractive benefits, vacation and pension package
Competition #: 25-41