



PEACE RIVER
REGIONAL DISTRICT

Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

March 14, 2025

Application Deadline

March 28, 2025, at 4:00 pm

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District
Human Resources
hrprrd@prrd.bc.ca
P. 250-784-3235

Finance Clerk (Accounts Payable)

Full Time, Permanent Position

Position Overview

Reporting to the Chief Financial Officer or designate, the Finance Clerk will perform a variety of financial duties associated with the Finance Department. There are four primary functions that perform their primary roles, plus undertake other duties as assigned In Payroll, Accounts Receivable, Accounts Payable, and General Finance. This Finance Clerk position will be largely responsible for Accounts Payable for the PRRD.

Duties

- Checking, coding, obtaining appropriate approval, and processing all Invoices for payment
- Checking contracts as necessary to ensure correct charges and pricing
- Follow-up with suppliers regarding Invoice discrepancies
- Assist staff with researching and preparing reports and reconciliations

Qualifications

The ideal candidate will have:

- High School Graduation with a minimum of one (1) year formal training and up to two (2) years' experience, or four (4) to five (5) years' experience in similar position.
- Working knowledge of computers, financial software and expertise with Excel is a prerequisite.
- A valid Class 5 Drivers' Licence must be maintained.

Preference will be given to applicants with:

Canadian Payroll Association (CPA) Certification is desired for the Finance Clerk (payroll) position.

Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

The after-probation rate of pay for this union position is \$31.97/hr, plus benefits.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

www.prrd.bc.ca

 Peace River Regional
District Official Page | Facebook

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