

<b>Position Title:</b>	Accounting Clerk	<b>Competition No:</b>	2025-24
<b>Department:</b>	Finance	<b>Close Date:</b>	Until Filled

### Position Details:

Probation Rate: \$28.61

Regular Rate: \$30.12

Hours of Work: 40 hours/week

Employment Type: Permanent

### About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

### The Opportunity:

The City of Selkirk is currently in search of an **Accounting Clerk** to join our team. Under the direction of the Manager of Accounting, the Accounting Clerk is responsible for performing financial, budgeting, and accounting duties to support the delivery of financial services to the City.

### Job Duties:

#### 1. General

- Prepare and review journal entries in a timely manner to ensure the City's financials are complete and accurate.
- Create and maintain accurate reports in the City's financial software to support and align with the City's reporting requirements.
- Maintain and update the Chart of Accounts for new/inactive accounts in a timely and accurate manner to reflect the City's financial reporting structure.
- Maintain the Tangible Capital Assets listing and lead the yearly analysis and finalization to ensure completeness and accuracy.
- Maintain the Financial Reserves listing and funding for operating and capital expenditures and lead the yearly analysis and finalization to ensure completeness and accuracy.
- Maintain and update the Development Fee Calculator for Capital Levies.
- Assist in reviewing and submitting capital grant funding reports by liaising with various City departments, gathering and analyzing project financials to ensure compliance with funding requirements.
- Ensure records management of assigned financial responsibility is completed in a timely and accurate manner.
- Complete and file required government reports, claims, and returns, as assigned.

2. Quarterly Financial Variance reporting
  - Lead the preparation and analysis of quarterly variance reports and present these results to the Director of Finance and Manager of Accounting.
  - Monitor submissions from departments for completeness and accuracy with follow up, before including them into the corporate report.
3. Annual Budget and Financial Plan
  - Assist in the preparation and delivery of the annual budget and Financial Plan.
  - Provide budget estimates for assigned accounts with supporting assumptions, information, and trends.
  - Assist departments with their capital budget submissions by providing financial information upon request.
  - Create accurate annual budget reports in the City's financial software to reflect corporate and departmental submissions.
4. Consolidated Financial Statements and Audit
  - Assist the Manager of Accounting with the planning and delivery of the yearly Consolidated Financial Statements and audit.
  - Complete assigned year-end working papers by collecting, analyzing, and summarizing information and trends.
  - Lead the yearly audit sampling response and interaction with auditors.
5. Generate and implement continuous improvements in all areas of responsibility, such as automation of routine tasks, using software to reduce manual efforts, and business process flow improvements.
6. Be an active team member by working collaboratively with fellow employees and management to accomplish the Financial Services department's ongoing and future operational departmental demands.
7. Maintain confidential records. Report to Manager of Accounting on any non-compliance with the financial policy/procedures of the city when discovered.
8. Remain current on all Resolutions, Regulations, By-Laws, Policies and Legislation that may impact this position.
9. Provide support services within the City of Selkirk Emergency Plan in the event of an emergency as required.
10. Provide backup, support, and training to other positions within the department as required; to provide training and assistance to other municipal staff as required.

11. Update job knowledge by participating in educational opportunities and maintaining personal networks as it relates to this position.
12. Ensure job procedure manual is current for this position. Create all required procedures, as necessary. Assist with policy development, as applicable.
13. Perform other related duties as assigned.

### **Qualifications and Minimum Requirements:**

Minimum Requirements shall include:

- High School Diploma or equivalent.
- Successful completion of Post-Secondary Degree or Diploma in Accounting or Business Administration from a recognized college/university.
- Two (2) years' accounting experience in a financial environment.
- Proficient in using Microsoft office programs specifically Outlook, Excel, Word and PowerPoint as well as proficient in researching information on the internet.
- Must demonstrate strong proficiency in Excel skills for data mining, analysis, and reporting.
- Must possess strong critical thinking and problem-solving skills to investigate, analyze, and propose solutions.
- Demonstrated strong organizational and time-management skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities while maintaining accuracy and attention to details.
- Must be able to communicate clearly and concisely, both orally and in writing. This includes the ability to understand written and verbal instructions.
- Ability to establish and maintain positive working relationships with employees at all levels of the organization, external contacts, and the public, in accordance with the Respectful Workplace Policy.
- Knowledge and understanding of the occupational hazards, safety precautions, regulations and procedures that are applicable to the area of work.
- Demonstrates competency in safe work practices.
- Must be bondable.
- Physically able to perform the clerical aspects or physical duties associated with the position.

### **Desired Qualifications**

- Two (2) years' experience in a municipal office environment.
- Demonstrated experience with financial analysis and reporting.
- Demonstrated experience with Dynamics GP software, specifically Diamond Municipal.
- Demonstrated experience with creating and maintaining reports in financial reporting software.
- Successful completion of the Manitoba Municipal Administrators Certificate program.

### **Apply:**

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

**Comments:**

This is a Full-time Permanent Unionized position open to all applicants. Applications will be accepted until the position is filled.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

**NOTE:** Employees will be required to adhere to the City's Vaccination Policy.