

## RCMP - Finance Clerk (Full Time)

### Public Safety and Social Development Department



### Overview

The successful candidate will be responsible to assist management to achieve an efficient operation at the Chilliwack Community Police Office through reliable performance in clerical and accounting duties; observing and complying with municipal policies and RCMP policies.

### Job Duties:

The incumbent in this class will, as assigned, assist the Chilliwack Community Police Office by performing a variety of routine and standard accounting and cashier functions; preparing bank deposits, posting to accounting records/ledgers, issuing payroll and accounts payable cheques, coding of purchase requisitions and invoices, balancing of accounts, and providing information on the telephone and electronically. The incumbent will be required to perform other related duties as assigned. Assignments and responsibilities are performed under general supervision in accordance with established routine and performance is subject to review, by the Upper Fraser Valley Regional Detachment and the City of Chilliwack.

### Requirements:

- Must have a minimum of grade 12 education, supplemented by bookkeeping/accounting courses with two (2) years' experience, OR an equivalent of experience and training;
- Knowledgeable of the functions, practices and procedures, bylaws, policies and regulations pertaining to the operation of the financial requirements for both the City of Chilliwack and Upper Fraser Valley Regional Detachment;
- Good knowledge of the methods, practices and principles entailed in bookkeeping functions and maintaining all accounting records in a recognized and accepted manner;
- Good knowledge of modern office practices and operations;
- Able to operate a variety of standard office equipment, accounting machines and computer terminals;
- Able to be polite, tactful and courteous in dealing with the public and be neat in appearance;
- Able to perform mathematical and arithmetic computations with speed and accuracy;
- Able to perform all tasks with a minimum of supervision;
- Good knowledge of the methods, practices and principles entailed in accounts payable and payroll functions;
- Able to establish and maintain an effective working relationship with department officials and other members of staff.

#### How to Apply:

**Compensation: \$36.67/hour**

**Competition Number: 2025-34**

**Closing Date: April 29, 2025 at 4:30 pm**

Visit: <https://jobs.chilliwack.com/> to apply for this or other positions.