

## BILLINGS CLERK 2

Regular Full-Time

Financial Services / Finance & IT Services

### Are You a Motivated Professional With an Accounting Background?

#### About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

#### About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

#### About the opportunity:

We have an exciting opportunity for a motivated professional with an accounting background. As a member of the Financial Services team, you will be responsible for preparing and maintaining the records necessary for generating billings related to general, utility, and special levies. This role involves a wide range of financial duties, including time entry, coordinating permissive tax exemption applications and their associated reports, as well as providing administrative support. Additionally, you will be responsible for making timely adjustments to account balances to ensure accurate record-keeping and conducting periodic audits of the revenue base for specific areas and levies. **As a condition of employment, this position requires obtaining and maintaining a clear Police Information Check for any offences related to the job.**

#### About your background:

You have graduated from high school and have completed a two-year post-secondary business diploma that includes courses in accounting from a publicly accredited institution recognized in the BC Transfer Guide. You have at least two years of general accounting experience, which includes maintaining databases and balancing various financial records. Additionally, you have experience with integrated financial systems in a mid to large-sized organization. Preferred candidates will have prior municipal experience in tax and utility billing.

#### Why You Will Love Working for our Financial Services team at the City of Prince George:

- Enjoy a rewarding career where you can have a positive influence on the future of our community.
- Use your exceptional customer service skills to respond to customer inquiries.
- Enjoy a competitive wage of \$38.04 - \$38.88 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by April 30, 2025 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

#### Want to know more about this exciting career?

Please refer to the job description on our website for more details!

#### Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.