



*... a great place to live, work & play*

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

## Accounting Clerk 3

The Finance Department is looking for an Accounting Clerk 3 to join the Taxation Office. This role involves work of moderate complexity of property tax and utility accounts. This could be a great opportunity for you if you are already experienced in entry level municipal accounting work and are looking for the next step in your career! The ideal candidate will have strong analytical skills and a keen eye for detail.

### Examples of Duties and Responsibilities

- Exercise considerable independence of judgment, problem solving and recommendation of improvements to existing processes and procedures
- Assist in planning and assigning the work of accounting staff
- Prepare journal entries, account reconciliations and significant analysis of utility data
- The work is performed within established policies and procedures and requires a high degree of accuracy and effective communications with internal and external contacts
- Performs related work as required.

### Knowledge, Abilities and Skills:

- Employment experience with Microsoft Excel at an Intermediate level
- Ability to supervise, check and participate in the work of one or more accounting staff
- Ability to reconcile a variety of subsidiary ledgers to the general ledger
- Ability to prepare and maintain a wide variety of statistical records and reports related to the work

### Desirable Training and Experience:

- Completion of Grade 12 supplemented by finance or accounting program or diploma (or equivalent).
- Supervision experience would be an asset.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

City of Delta provides a competitive salary of \$37.20 – \$43.78 per hour (2024 rates). Interested applicants are requested to apply online at [www.delta.ca/employment](http://www.delta.ca/employment) quoting competition number **25-116 EX by May 19, 2025**.

We thank all applicants for their interest; only those under consideration will be contacted. Preferred candidates will be required to submit a Police Information Check.