

ACCOUNTING CLERK

Regular Full-Time

Financial Services / Finance & IT Services

Do you have an eye for detail and a flair for numbers?

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:

As the Accounting Clerk, you will support and assist with financial analysis related to accounts receivable, cash flow reconciliations, general accounting, and budgeting. Your responsibilities will include gathering and entering data, generating various reports, preparing detailed analyses of accounting transactions, assisting with variance reviews, and contributing to the preparation of annual budgets and financial statements.

About your background:

We are seeking a highly organized professional who has completed a two-year post-secondary diploma that includes accounting courses. Additionally, candidates should have at least two years of progressive experience in accounts receivable, specifically in monitoring and maintaining large accounts and incoming payments using an integrated financial system. The ideal applicant will possess a strong understanding of bookkeeping, accounting, and record-keeping practices. Proficiency in keyboarding, word processing, and spreadsheet applications is also required. You will be well-suited for this position if you are detail-oriented, possess excellent customer service skills, and maintain a high degree of professionalism. Exceptional time management abilities and the capacity to work proactively and independently will be advantageous in this challenging role. **Candidates must also be able to obtain and maintain a clear Police Information Check for offenses relevant to the position.**

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

- The perfect role for a professional with excellent analytical and mathematical abilities!
- Play an essential role while interacting with a variety of clients and coworkers in a fast-paced environment.
- 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 June 27, 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.