

EMPLOYMENT OPPORTUNITY

Accounting Clerk

Temporary Full-Time | External
Finance Services
Competition No.: 2025-1113



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS/ABILITIES

- Possesses a high degree of accuracy in data entry and use of calculators.
- Excellent communication, interpersonal and organizational skills.
- Ability to work well under pressure and meet deadlines.

APPLICATION DETAILS

To apply for this position, email your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1113 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on August 1, 2025.**

Date Posted: July 25, 2025.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.



ABOUT THE ROLE

The Regional District of Nanaimo (RDN) is seeking a temporary full-time Accounting Clerk with Finance Services.

The Accounting Clerk contributes to the effective operation of the Finance Department through the accurate performance and data entry for cash receiving, accounts receivable, utility billing and accounts payable functions, and the effective delivery of information to the public. This position supports the Finance Department by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives. The Accounting Clerk will also support the Regional District by performing concierge and reception duties at the Regional District Administration Building.

QUALIFICATIONS

Qualifications for the position include a high school diploma with two (2) years of prior job-related experience including one year in a customer service-centric work environment and experience with computerized data entry including word processing, spreadsheet (specifically MS Office Suite) and database computer applications. An equivalent combination of training and experience may be considered.

POSITION DETAILS

This is a temporary full-time (35 hours per week) Union position, for 12 months, with the possibility of ending early or extension based on the operational needs of the department. The (2024) rate of pay is \$34.87 to \$36.81, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

Accounting Clerk**Finance Services**Pay Band 9

Job Summary

The Accounting Clerk contributes to the effective operation of the Finance Department through the accurate performance and data entry for cash receiving, accounts receivable, utility billing and accounts payable functions, and the effective delivery of information to the public. This position supports the Finance Department by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives. The Accounting Clerk will also support the Regional District by performing concierge and reception duties at the Regional District Administration Building.

Primary Duties and Responsibilities

- Balances daily cash drawer, prepares bank deposits and daily cash reports, receives and processes cash payments.
 - Responds to enquiries from public and staff and may assist with occasional switchboard duties, as required.
 - Assists in the review of accounting documents for accuracy, consistency, and completeness.
 - Assists in ensuring the accurate processing and recording of accounts payable, accounts receivable, utility billing, and cash receipts, and performs correcting transactions as needed.
 - Responsible for distribution of accounts payable invoices and assists in the processing of accounts payable invoices and cheques in a computerized setting.
 - Administers the purchasing card and fuel card programs, including performing the periodic reconciliation of transactions and ensuring accurate recording of transactions and appropriate distribution of expenses to corresponding departments, and providing periodic support to cardholders, administrative staff, and approvers.
 - Processes accounts payable invoices, purchasing card coding, and expense reimbursement coding for the Finance department.
 - Processes accounts receivable invoices and payments in a computerized setting.
 - Calculates and prepares customer account adjustments, administers customer account and credit applications, including preparing documentation for approval and performs customer account collections.
 - Assists in the processing of utility billings in a computerized setting.
 - Prepares routine journal entries and assists in researching and resolving account errors or discrepancies.
 - Prepares routine written correspondence for signature and performs filing of information and routine record management tasks, as required.
 - Processes outgoing mail and oversees incoming and outgoing packages.
 - Coordinates courier pick ups with other departments as needed.
 - Maintains awareness of daily meetings taking place to effectively direct attendees as needed.
 - Processes the sign out of fleet vehicle keys and contract keys and maintains associated paperwork.
 - Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
 - Performs other related duties, as required.
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Job Qualifications**Education/Experience**

- High school diploma
- One year of basic post secondary accounting courses or similar coursework.

Job Description

- Two years prior job-related experience including one year in a customer service-centric work environment.
- Experience with computerized data entry including word processing, spreadsheet (Specifically MS Office Suite) and database computer applications.
- An equivalent combination of training and experience may be considered.

Skills/Abilities

- General knowledge of application of PST and GST regulations and cash report balancing.
- Basic understanding of the fundamentals of accounting.
- 55 wpm typing speed; 240 keystrokes per minute numeric keypad speed.
- Possesses a high degree of accuracy in data entry and use of calculators.
- Good understanding of the operation of office equipment such as photocopiers, fax machines, scanner, printer, switchboard etc.
- Excellent communication, interpersonal and organizational skills.
- Ability to work under pressure and meet deadlines.

Reporting Relationship

Reports to: Manager, Accounting Services