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HELP US BUILD A WORLD-CLASS CITY.



Accounting Clerk 2

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

Scope

The **Accounting Clerk 2** is responsible for maintaining and updating supplier account records, processing a variety of payments, performing due diligence on electronic funds transfers (EFT), supporting the Accounts Payable (AP) team in resolving complex inquiries, monitoring overdue invoices and engaging with stakeholders for resolution, and providing general support for the day-to-day operations of the AP function.

Employment Status

Union - CUPE Local 402 – Term (1 Year)

Responsibilities

- Maintain and update supplier account records in accordance with internal controls and data accuracy standards.
- Process a wide range of payments, including electronic funds transfers (EFT), cheques, and wire transfers, ensuring accuracy and timeliness.
- Perform due diligence and verification procedures related to EFT setup and changes to mitigate the risk of fraud or error.
- Support the Accounts Payable team by investigating and resolving complex or escalated inquiries from internal stakeholders and external vendors.
- Monitor aging reports to identify overdue invoices; proactively follow up with relevant departments and vendors to ensure timely resolution.
- Prepare assigned year-end working papers in a timely manner.
- Contribute to the continuous improvement of AP processes by identifying inefficiencies and recommending solutions.
- Provide general administrative and operational support to the AP Manager.



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Qualifications

Applicants must have:

- Successfully completed Grade 12 supplemented by a minimum of two introductory accounting courses equivalent to current first year courses at a recognized post-secondary institution.
- Prior experience in accounts payable is strongly preferred.
- A minimum of five years' recent clerical and/or accounting experience in positions of increasing complexity and responsibility is required.
- Effective communication skills both verbally and in writing.
- Good knowledge of accounting including journals, ledgers, trial balance and accounting transactions.
- Good working knowledge of financial software and PC applications, including Excel and Word.
- The ability to identify inefficiencies and continuously improve processes and procedures.
- Excellent inter-personal skills to represent the City in a professional and courteous manner.
- The ability to prioritize and meet deadlines with quality performance.

Other Information

Pay Steps	Hourly Rate (2024 Rates)
Step 1	\$34.75
Step 2 (6 months)	\$35.71
Step 3 (18 months)	\$36.72
Step 4 (30 months)	\$37.91

This Posting Closes on August 13, 2025.