



... 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 our team in the Taxation Office. This role involves moderate complexity of property tax and utility accounts and collaborates with Engineering staff on utility issues. The work is performed under limited supervision.

Examples of Duties and Responsibilities

- Significant analysis of utility consumption data in Microsoft Excel
- 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
- The work is performed within established policies and procedures and requires a high degree of accuracy and effective communications with internal and external contacts

Knowledge, Abilities and Skills:

- Experience with Microsoft Excel at an Intermediate level (Pivot tables, VLookup and other formulas)
- 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.

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 quoting competition number **25-116 EX A** by **September 28, 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.