



# BUILD A CITY. BUILD A FUTURE.



## CLERK 2 – ACCOUNTS PAYABLE

*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

As a Clerk 2 in the Accounts Payable section of the Finance Department, you will perform a variety of entry-level clerical work in a high-volume environment. Work at this level will include repetitive tasks, gathering information, processing documents, data-entry and performing various office duties. The Clerk 2 will be capable of exercising good judgment, understanding and following direction, prioritizing, and working independently.

### Employment Status

Union - CUPE Local 402 – Auxiliary

### Responsibilities

- Register assigned invoices in the accounting system accurately and timely to meet and exceed established service levels.
- Manage the incoming invoices inbox, including sorting, reviewing, renaming and distributing invoices for processing.
- Provide support and relief in the shipping and receiving area under the direction of Accounts Payable Management.
- Scan and organize incoming mail and electronic documents to maintain accurate records.
- Assist the Accounts Payable team with filing documents.
- Collaborate with internal departments and external vendors to resolve invoice discrepancies and inquiries in a timely and professional manner.

### Qualifications

The successful candidate will have completed grade 12, supplemented by courses in office administration or other related courses. A minimum of 1 year of experience in an office environment. A minimum typing speed of 40 wpm is required. An equivalent combination of education and experience may be considered.

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## Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6744.

## Other Information

Hourly Rate: \$28.43 (2024 Rates)

Step	Hourly Rate
Step 1	\$28.43
Step 2 (6 Months)	\$28.78
Step 3 (18 Months)	\$29.52
Step 4 (30 Months)	\$30.12

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