



BUILD A CITY. BUILD A FUTURE.



ACCOUNTING CLERK 1

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 1 in the Finance department is responsible for routine accounting clerical work, including maintaining general ledger accounts as assigned, verifying and reconciling payment requests and accurate disbursement of funds.

Employment Status

Union - CUPE Local 402 – Regular Full-time

Responsibilities

- Release of damage deposits.
- Processing of refund requests.
- Reconciliation and adjustment of sub ledger accounts.
- Preparing year-end working papers.
- Other job duties may be assigned according to operational requirements.

Qualifications

- The successful applicant will have completed Grade 12, supplemented by a minimum of one accounting course equivalent to a current introductory course at a recognized post-secondary institution.
- A minimum of two (2) years of recent clerical/accounting experience is required.
- Good computer and calculator skills as well as knowledge of basic accounting including journals, ledgers, trial balances and accounting transactions is an asset.
- Good working knowledge of financial software and PC applications, including Excel and Word is an asset.

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Other Information

- Hourly Rate: \$31.97 (2024 rate)

Steps	Hourly Rate (2024 rates)
Step 1	\$31.97
Step 2 (6 Months)	\$32.90
Step 3 (18 Months)	\$33.50
Step 4 (30 Months)	\$34.75

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6675

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