

ACCOUNTING ASSISTANT

(FULL-TIME) (TIME-DURATION)

Competition #2025-44

November 18, 2025



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We invite all qualified candidates to apply. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included. If you have a passion for public service and want to make a difference in the lives of those who live, work, and learn in the Fraser Valley, consider coming to work with us.

The Fraser Valley Regional District (FVRD) is inviting applications from qualified candidates to fill the time-duration position of Accounting Assistant in the Finance Department. The term of this position will be from January 12 to April 30, 2026. Under the direction of the Assistant Controller, the Accounting Assistant will provide support in the form of data entry; provide front counter support which would include opening registers daily and assisting with cash transactions and reconciliation; answer inquiries from suppliers regarding payments; and review statements and request missing invoices from vendors.

The candidate must have:

- » Post-Secondary education in book-keeping, or courses in business administration, or an acceptable combination of training, education and experience.
- » Have the ability to acquire sound knowledge of the functions, practices, bylaws, policies and regulations pertaining to the operation of the Regional District.
- » Have the ability to acquire sound working knowledge of GAAP and of Regional District accounting procedures and operations.
- » Excellent interpersonal, customer service and public relations skills.
- » Ability to establish and maintain effective working relationships with internal and external clients.
- » Must possess a valid Driver's Licence.
- » Must pass a Criminal Record Check.

The job rate for this full-time union position is \$33.49 per hour (2026 rate) plus 18% in lieu of benefits.

If this opportunity excites you and you want to contribute to a positive work environment, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Visit **www.fvrd.ca/careers** to apply for this competition by 4:30 p.m. on December 9, 2025.

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.