



BUILD A CITY. BUILD A FUTURE.



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:

Reporting to the Accounts Payable Manager, the Accounting Clerk 2 will be responsible for administering, and maintaining a variety of complex contract documents. The role involves maintaining accurate records, ensuring supporting documentation is in compliance with established policies and procedures, assisting the team in resolving non-compliance issues, liaising with internal and external contacts on payment matters, and performing other job-related duties as required.

Responsibilities:

As the Accounting Clerk 2 you will:

- Provide administration of contract documents.
- Review compliance with terms and conditions in trade contracts, including any amendments thereto, by reviewing, checking contracts and supporting documentation.
- Coordinate with internal and external stakeholders regarding receipt of contractor applications for progress payments as outlined in the contract documents.
- Assist in preparing and/or finalizing the payment requisitions for progress and final payments including holdbacks.
- Maintain accurate records and prepare related reports.
- Liaise with a variety of internal and external contacts on matters related to contract documents.
- Maintain and update supplier account records in accordance with internal controls and data accuracy standards.
- Perform due diligence and verification procedures related to EFT setup and changes to mitigate the risk of fraud or error.
- Perform other job related duties as assigned.

Qualifications:

- Completion of Grade 12 supplemented by a minimum of first year level courses leading to a recognized accounting degree.
- A minimum of five (5) years recent clerical/accounting experience in positions of increasing complexity and responsibility is required.

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In addition, you have:

- A good understanding of accounting best practices.
- Knowledge of BC Builder's Lien Act (considered an asset).
- Effective communication skills.
- The ability to work effectively in a team environment and provide service to both internal and external customers and members of the public.
- Familiarity with Payment Certificates, Builder's Lien Holdbacks, Defects and Deficiencies Holdbacks and Substantial Completion documentation.
- Familiarity with the five types of contract documents that the City uses.

You will use your excellent inter-personal skills to represent the City in a professional and courteous manner. You will be required to work independently to understand and address customer requirements while maintaining a high level of customer service. You are also highly organized and have the ability to understand and document business processes.

Other Information:

Hourly Rate \$34.75 (2024 Rates)

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

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7021