



BUILD A CITY. BUILD A FUTURE.



ACCOUNTING CLERK 3

*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.*

EMPLOYMENT STATUS

Union – CUPE Local 402 – Regular Full-Time

SCOPE

This position is responsible for performing complex accounting functions and ensuring the accuracy and integrity of financial information. The role may include providing guidance to clerical staff. The incumbent exercises independent judgment and initiative in managing responsibilities, resolving issues, and improving processes.

RESPONSIBILITIES

- Enters financial data in SharePoint and maintains master files with accuracy and completeness.
- Performs detailed financial analysis and prepares complex financial reports.
- Completes audit assignments under supervision.
- Reviews and analyzes project financial activity.
- Prepares payment requisitions and supporting documentation within established guidelines.
- Responds to inquiries from external and internal stakeholders in a professional and timely manner.
- Provides guidance clerical staff as required.
- Assists in budget preparation and control as required.
- Other job related duties as assigned.

QUALIFICATIONS

- Completion of grade 12.
- Completion of at least two intermediate accounting courses equivalent to 2nd year level courses at a recognized post secondary institution.
- Minimum 5 years accounting experience in positions of significant complexity and responsibility.
- An equivalent combination of education and experience may be considered.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



OTHER INFORMATION

Pay Grade: 21

Hourly Rate: \$37.91 (2024 Rates)

Pay Steps	Hourly Rate
Step 1	\$37.91
Step 2 (6 Months)	\$38.98
Step 3 (18 Months)	\$40.60
Step 4 (30 Months)	\$42.19

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7042

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

