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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.*

EMPLOYMENT STATUS

Union - CUPE Local 402 – Term (18 Months)

SCOPE

The Accounting Clerk 2 is responsible for moderately complex accounting work, including bank account reconciliations, corporate tax filing (GST, PST and Non-Resident Tax Withholding), reviewing employee expense claims, maintaining general ledger accounts, and disbursements/collections of funds.

RESPONSIBILITIES

The Accounting Clerk 2 will:

- Process and reconcile monthly utility billings for City Facilities.
- Reconcile monthly bank reconciliations for the City's complex bank accounts.
- Process and review employee expense claims and petty cash.
- Process month-end journal entries/accruals.
- Confirm tax assessment of accounts payable invoices.
- Reconcile and prepare the corporate tax filings (Federal and Provincial).
- Prepare and reconcile quarterly and year-end working papers.
- Assist in budget preparation.
- Process payments as assigned.
- Make recommendations for improvements.
- Review and process stale-dated cheques.
- Perform other job-related duties as assigned.

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QUALIFICATIONS

Applicants must have:

- Successfully completed Grade 12 supplemented by a minimum of two introductory accounting courses equivalent to current first year courses at a recognized post-secondary institution.
- A minimum of five years' recent clerical and/or accounting experience in positions of increasing complexity and responsibility is required.

In addition, the successful candidate will have:

- Effective communication skills both verbally and in writing.
- A good understanding of accounting principles and will accurately apply debits and credits in financial transactions.
- Good knowledge of accounting processes, including journals, ledgers, and trial balances.
- Good working knowledge of financial software and PC applications, including Excel and Word.
- The ability to identify inefficiencies and continuously improve processes and procedures.
- Excellent interpersonal skills to represent the City in a professional and courteous manner.
- The ability to prioritize and meet deadlines with quality performance.
- Proficient in keyboarding and calculator use, with the ability to perform accurate mathematical calculations.
- Collaborates effectively in a team setting, contributing to group goals and supporting colleagues.

In addition, prior experience in Bank Reconciliation and Corporate Tax filing would be considered an asset.

Applicants under consideration will be required to provide proof of qualifications and consent to a Police Information Check.

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OTHER INFORMATION

Hourly Rate \$37.23

Steps	Hourly Rate
Step 1	\$37.23
Step 2 (6 Months)	\$38.25
Step 3 (18 Months)	\$39.74
Step 4 (30 Months)	\$40.61

APPLY

If you are interested in this opportunity, please apply at www.surrey.ca/careers Job ID 7098

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