
ACCOUNTING CLERK 2

DEPARTMENT:	Finance	STATUS:	Regular Full Time
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	Up to 35 hours per week (Monday – Friday)	SALARY:	\$35.60 - \$41.93 per hour + comprehensive benefits

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The Finance Department is seeking an Accounting Clerk 2 to join their Treasury team! Reporting to the Manager of Financial Services, you will be supporting the City's financial operations through a variety of accounting and administrative duties related to the municipality's treasury functions. The Accounting Clerk 2 will also collaborate with other municipal departments to provide support with transactional inquiries and reconciliation.

Your key accountabilities include:

- Performs daily treasury operations, including monitoring cash flow, processing banking transactions, and maintaining adequate liquidity to support municipal operations.
- Reconciles bank and clearing accounts, investigates discrepancies, returned items, chargebacks, stale-dated cheques, potential fraudulent activity, and coordinates resolution with financial institutions and internal departments.
- Prepares and posts journal entries related to banking, cash management, investments, and other treasury and financial transactions, ensuring the accuracy and integrity of financial records.
- Assists with month-end and year-end processes, financial reporting, audits, cash flow forecasting, and the preparation of treasury-related working papers.
- Maintains accurate financial records and performs related accounting and administrative duties in accordance with municipal policies, procedures, and internal controls.
- Provides operational support and guidance to Finance staff on treasury procedures and provides backup for other accounting functions, including accounts payable and revenue and collections, as required.

If you have the following qualifications and attributes, we want to hear from you!

- Completion of Grade 12 supplemented by bookkeeping and basic accounting courses, plus sound related experience; or an equivalent combination of training and experience.
- Enrolment or completion in a recognized professional accounting designation (CPA) program is considered an asset.
- Considerable knowledge of cash management, banking processes, and bank reconciliations.
- Considerable knowledge of double-entry bookkeeping principle and accounting practices.
- Considerable independence of judgement and the ability to enforce financial procedures.
- Ability to exercise sound judgment and work independently while applying and enforcing established financial policies, procedures, and internal controls.
- Experience using enterprise resource planning (ERP) systems and other computerized financial systems and databases. Working experience with JD Edwards is considered an asset.
- Advanced proficiency in Microsoft Excel, including the ability to extract, reconcile, analyze, and report financial data.
- Excellent customer service skills, with the ability to address inquiries, resolve disputes, and enforce policies with tact, diplomacy, and professionalism.
- Excellent verbal and written communication skills, with the ability to present information clearly to diverse audiences.
- Ability to pass and maintain a clear Police Information Check.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

Apply online with your **resume and cover letter in one document** at www.newwestcity.ca/employment by **August, 21, 2026**.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples.
'It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*