



BUILD A CITY. BUILD A FUTURE.



Accounting Clerk 1 – Accounts Payable

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

The Accounting Clerk 1 - Accounts Payable is an on-site position responsible for routine accounting and clerical work, including maintaining the accounts payable supplier account records and assisting in the accurate entry and disbursement of supplier transactions. A key function of this role is maintaining vendor relationships through EFT due diligence, timely payment reviews, preparing supplier setup and change packages, and handling accounts payable inquiries. The Accounting Clerk 1 also reviews accounts payable aging reports, reconciles supplier accounts, and provides support to the Accounts Payable team in maintaining efficiency and accurate accounts payable processes for the City.

Employment Status

Union - CUPE Local 402 – Regular Full Time.

Responsibilities:

- You employ attention to detail to maintain a high level of accuracy while overseeing and maintaining supplier master records and reconciling supplier statements. This includes the setting up of suppliers as well as direct payment set-up and review.
- Through teamwork, you will collaborate with other members of the Accounts Payable team to assist in ensuring the accurate entry and disbursement of supplier transactions, by reviewing overdue payments and resolving any accounting issues.
- Using your excellent interpersonal skills, you will provide exceptional service to internal and external stakeholders.
- Using your outstanding communication skills, you will effectively explain Accounts Payable policies and procedures by telephone, in person and in writing.
- You will perform, assist, and support the various disbursement processes required to support the Accounts Payable Manager.
- You will efficiently scrutinize documents against guidelines and identify non-conforming elements to prevent against errors.

Qualifications:

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A qualified applicant will have

- Completion of Grade 12, supplemented by a minimum of one accounting course equivalent to a current introductory accounting course at a recognized post-secondary institution.
- Minimum of two (2) years of recent clerical and/or accounting experience is required.
- Experience in an accounts payable setting is strongly preferred.

Applicants must have:

- Effective communication skills both verbally and in writing.
- Good computer and calculator skills.
- Basic knowledge of accounting including journals, ledgers, trial balance and accounting transactions.
- Good working knowledge of financial software, PC applications and Microsoft Office 365, including Excel and Word.
- Quick, accurate mathematical calculations.
- The ability to meet deadlines.

Other Information

PG: 15
Hourly Rate: \$34.25

Steps	Hourly Rate
Step 1	\$34.25
Step 2 (6 Months)	\$35.24
Step 3 (18 Months)	\$35.88
Step 4 (30 Months)	\$37.23

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 7280.

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