



BUILD A CITY. BUILD A FUTURE.

HELP US BUILD A WORLD-CLASS CITY.



Accounting Clerk 1 – Accounts Receivable

*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 is responsible for routine accounting clerical work, maintaining general ledger and bank accounts as assigned and disbursements and collection of funds.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Term (1 year)

RESPONSIBILITIES

The Accounting Clerk 1 will:

- Process timely and accurate data entry and maintains master files.
- Performs accounts receivables invoicing and collection follow-up.
- Reconciles assigned accounts accurately.
- Responds to inquiries from staff, the public and others.
- Completes assignments by required deadlines and makes recommendations for improvements.
- Administers corporate policies.
- Reconciles monthly bank accounts as assigned.
- Assists others in performing their duties.
- Other job-related duties as assigned.

QUALIFICATIONS

Applicants must have:

- Successfully completed Grade 12 supplemented by a minimum of one accounting courses equivalent to current introductory accounting course at a recognized post-secondary institution.
- A minimum of two years' recent clerical and/or accounting experience.
- 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.



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.

Applicants under consideration will be required to provide proof of qualifications.

OTHER INFORMATION

Pay Grade: 15

Pay 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 7385.

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

