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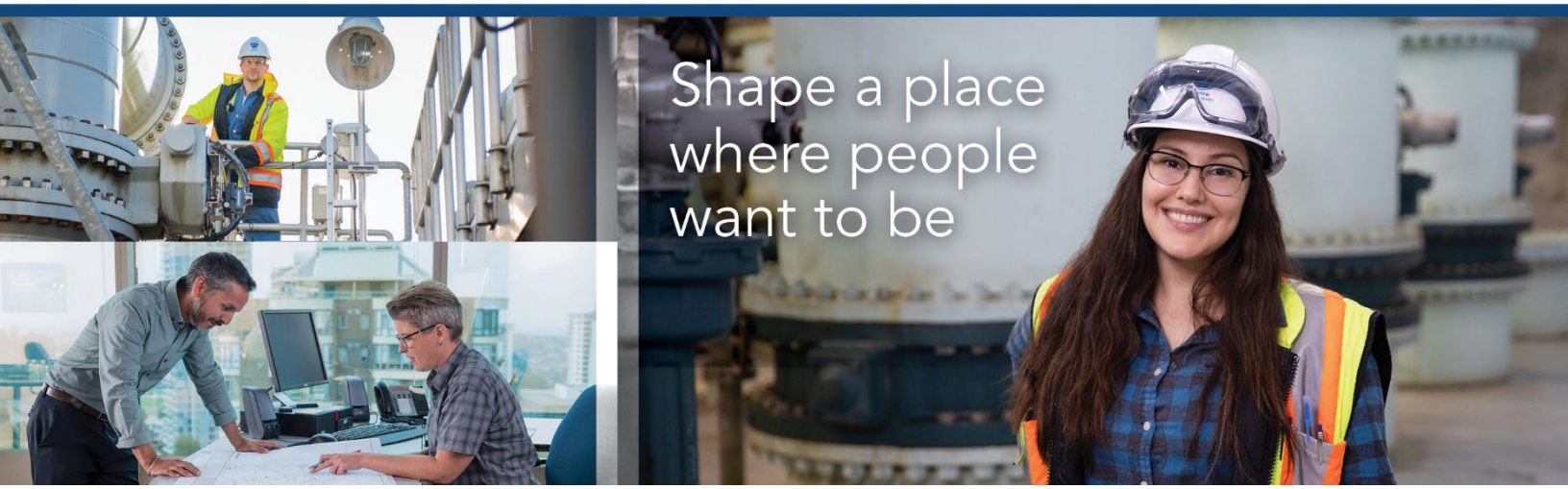

Position Title: Clerk-Regional Housing
Position Status: Full-Time Regular
Department: Housing
Employee Group: Teamsters Local 31
Location: 4515 Central Boulevard, Burnaby
Salary Range/ Wage Rate: PG T15 $2,289.55 - $2,689.03 bi-weekly

Our Housing Department is seeking a Clerk-Regional Housing who will work with a team of Accounts Receivable (AR) professionals verifying and preparing bank deposits and the reconciliation of AR accounts. You will maintain various ledgers, post transactions, and the allocation of payments. Sort and post incoming tenant cheques, prepare daily cash reports, post credit memos, assist with client dispute resolution and process adjustments.

You are a team-oriented individual with a strong ability to multi-task and prioritize. You are detailed-oriented and possess excellent organizational and communication skills. You are proficient with Microsoft Office Suite (Outlook, Word, and Excel).

This role:

- Receives, checks and processes a variety of material related to new tenancies and tenant terminations, such as applications, agreements, forms, documents, deposits and other data to ensure for accuracy and completeness.
- Reconciles subsidy budget data with figures from other sources; follows-up on discrepancies and initiates corrections; provides regular reports to a superior on status of funding.
- Calculates and processes security deposit releases and deductions, prepares cheque requisitions, ensures refunds are processed within prescribed time limits, and deals with enquiries related thereto from ex-tenants with tact and authority.
- Checks all rental receipts against tenancy master lists, separates and forwards receipts by projects and queries site office regarding status of units with unpaid rents.
- Calculates rental percentage increases, initiates follow-up on N.S.F. cheques; prepares reports showing arrears, vacancies and terminations for a superior; codes, checks and balances petty cash payments and expenditures and mileage reports; and processes miscellaneous invoices and accounts.
- Provides information and assistance to staff, tenants and the public; establishes and maintains effective working relationships with a variety of internal and external contacts.

- Records and receives clerical information and data; types a variety of agreements, forms, statements, reports and letters using word processing equipment; establishes and maintains files and records related to the work.
- Performs related work as required.

To be successful, you have:

- Completion of the 12th school grade including or supplemented by commercial courses, plus sound property management clerical experience or an equivalent combination of training and experience.
- Considerable knowledge of the rules, regulations, policies, procedures, acts and agreements as such relate to the work performed.
- Sound knowledge of modern business office practices and of business English, spelling, arithmetic and punctuation.
- Sound knowledge of the functions and operations of the department as it relates to the work performed.
- Sound knowledge of provincial and federal housing program guidelines and of the financial assistance available through various social programs as such relate to the work performed.
- Ability to deal tactfully and effectively with tenants, prospective tenants and other external contacts; and supply information and assistance in response to enquiries and requests concerning applicable operations, policies, rules and regulations.
- Ability to establish and maintain effective working relationships with internal and external contacts.
- Ability to exercise considerable independent action and judgement in making decisions in accordance with current rules, practices, policies and regulations.
- Skill in the use of common office equipment.
- Valid Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancouver.org for support. Learn more about our commitments to diversity, equity, and inclusion here.

Please follow this link https://metrovancouver.org/about-us/careers to our Careers page where you can submit your application by November 12, 2026.