Job Posting – Township of Langley

Job Title:	Police Accounts Clerk
Competition Number:	26-B046
Employment Type:	Auxiliary
Pay Rate:	$34.25 – 40.26 per hour (5 steps, 2026 rates), plus 14% in lieu of benefits
Hours of Work:	Coverage as required; Monday to Friday between the hours of 8:00am – 4:00pm; Non-standard hours and/or non-standard work week
Competition Opening Date:	November 23, 2026
Competition Internal Closing Date:	December 3, 2026
Competition External Closing Date:	December 3, 2026

Job Overview

The Township of Langley is currently recruiting for an auxiliary **Police Accounts Clerk** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Manager, Business Support in this unionized position you will maintain an inventory of a variety of supplies and equipment, liaise with internal and external contacts regarding the purchase of goods and services, and perform a variety of related clerical duties. You will prepare a variety of accounting and statistical documents such as financial statements, inventory listings and Detachment budgetary statements. This position requires considerable attention to detail.

Responsibilities

- Receive and approve requests for various supplies and equipment
- Obtain price quotations and place orders with suppliers or the RCMP Detachment of Supply and Service
- Prepare and submit requisitions to purchase budgeted office furniture and supplies
- Code/review invoices for accuracy and verify receipt of supplies and completion of service requirements
- Maintain member service files and related records
- Ensure all office equipment, telephone systems and furniture are in good working order
- Perform related work as required

Qualifications

- Completion of Grade 12 including or supplemented by commercial, accounting and purchasing courses plus sound clerical experience involving the use of personal computers and related software applications, preferably in a Police environment; or an equivalent combination of training and experience
- Considerable knowledge of Detachment rules, regulations, policies and procedures
- Sound knowledge of applicable Detachment filing, record keeping, account and budget classifications and the records management system
- Knowledge of accounting principles and practices
- Ability to communicate effectively and tactfully with RCMP members, municipal staff and internal/external contacts

RCMP Enhanced Reliability Status is required. (Note - Not required as part of the application process, however will be required upon consideration for employment)

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.