



Notice of Employment Opportunity

Finance

Casual Position
External Posting

Competition 2019-18

Accounting Clerk

The Regional District of Nanaimo has a casual employment opportunity for an Accounting Clerk in the Finance Department.

The incumbent will be responsible for performing a variety of accounting/clerical duties, including the preparation of adjusting entries, routine correspondence and computer entry of accounting data primarily for cash receipts and accounts receivable, and secondly for accounts payable. Applicants must be familiar with the application of GST and PST. Prior experience in computer data entry is required. Excellent keyboard, calculator and verbal communication skills are necessary.

Qualifications include two years of basic accounting courses approved by the CPA program (formerly CGA, CMA or CA) plus 4 years prior job related experience including computer data entry, or an equivalent combination of training and experience.

This is a casual union position (up to 35 hours per week). The rate (2019) of pay for this position is \$31.67 to \$33.34 per hour plus 9% in lieu of benefits. Visit our website at www.rdn.bc.ca for more information on the Regional District of Nanaimo.

Qualified applicants must submit a cover letter and resume clearly outlining their education, experience and qualifications as it relates to this position.

Please quote Competition **2019-18** and submit via email to rdncareers@rdn.bc.ca or fax to 250-390-4163. Applications can also be sent to the attention of Human Resources at Main Reception Administrative Building, Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

Applications will be accepted until 4:00 pm, on March 8, 2019

Thank you for your interest in this position- only those under consideration will be contacted.

Date Posted: February 20, 2019



ACCOUNTING CLERK

JOB DESCRIPTION

Finance Services

JOB SUMMARY

The Accounting Clerk contributes to the effective operation of the Finance Department through the accurate performance of the accounts payable and accounts receivable functions, and the effective delivery of information to the public. This position supports the Finance Department by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Reviews accounting documents for accuracy, consistency, and completeness, ensuring correct authorization and conformity with RDN policy, Union contract and legislative standards.
- Ensures the accurate processing of accounts payable, accounts receivable and cash receipts; performs back up and filing of information.
- Calculates and prepares customer account adjustments, confirms credit application references and assists in customer account collections.
- Prepares bank deposits and petty cash funds, receives cash payments and calculates the applicable PST and GST.
- Responds to enquiries from public and staff and may assist in occasional switchboard duties when required.
- Balances and processes invoices, cash receipts and other related records.
- Prepares and ensures accuracy of various government and inter office reports.
- Prepares routine journal entries and reconciliations, T4A's and Honorariums, as required.
- Prepares routine written correspondence as required.
- Assists in the development and maintenance of the Records Management system.
- Assists with the training and development of co-workers.
- May assist in the processing of payroll information.
- Performs other related duties, as required.

JOB QUALIFICATIONS

Education/Experience

High school diploma with two years of basic accounting courses approved the CPA program (formerly CGA, CMA or CA), plus 4 years prior job related experience including computer data entry, or an equivalent combination of training and experience.

Skills/Abilities

- Knowledge of Municipal Public Bodies Reporting and B.C. Assessment Roll requirements.
- Familiarity with fundamentals of Sales Taxes including current PST and GST regulations.
- 55 wpm typing speed; 240 keystrokes per minute numeric keypad speed.
- Proficient in switchboard, cash handling and operating basic office equipment.
- Proficient in word processing, spreadsheet and database computer applications.
- Possesses a high degree of accuracy in data entry.
- Excellent communication, interpersonal and organizational skills.
- Ability to work under pressure and meet deadlines.

Reporting Relationship

Reports to the Manager, Accounting Services.