

## EMPLOYMENT OPPORTUNITY

# Accounting Clerk

Casual / External

Finance

Competition No.: 2020-088



[www.rdn.bc.ca](http://www.rdn.bc.ca)



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)

### SKILLS/EDUCATION

- High School Diploma with two (2) years of basic accounting courses
- Four (4) years prior job-related experience
- 55 wpm typing speed and 240 keystrokes per minute numeric keypad speed

### APPLICATION DETAILS

Please quote competition 2020-088 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit via email to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca). Please submit documents in .pdf or MS Word format.

Applications can also be faxed to  
250-390-4163 or mailed to:  
Attention: Human Resources  
Main Reception, Administration Building  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

**Applications will be accepted until:  
4:00 pm, on October 6, 2020**

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted*



### ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Casual Accounting Clerk with Finance in the Corporate Services Department.

Reporting to the Manager of Accounting Services, the incumbent will be responsible for performing a variety of accounting/clerical duties as well as delivery of information to the public. Duties will include, reviewing accounting documents for accuracy, consistency, and completeness; processing of accounts payable, accounts receivable and cash receipts; calculating and preparing customer account adjustments, confirming credit application references and assisting in customer account collections; preparing bank deposits and petty cash funds; balancing and processing of invoices, cash receipts and other related records; and other related duties, as required.

### QUALIFICATIONS

Qualifications include a high school diploma with two (2) years of basic accounting courses approved by the CPA program (formally CGA, CMA or CA), plus four (4) years prior job-related experience including computer data entry, or an equivalent combination of training and experience.

Applicants should also possess knowledge of Government Financial Reporting, and familiarity with fundamentals of Sales Taxes; be proficient in switchboard, cash handling, operating basic office equipment, word processing, spreadsheet and database applications. A 55 wpm typing speed and 240 keystrokes per minute numeric keypad speed is required, as well as, excellent communication, interpersonal and organizational skills.

### POSITION DETAILS

This is a casual Union Position (up to 35 hours per week) with varying hours of work. The (2020) rate of pay is \$32.31 to \$34.01 per hour, plus 9% in lieu of benefits including vacation and statutory holidays.

Please note, all new employees must submit a Criminal Records Check (CRC) within 30 days of their start date.

Please visit the RDN website at [www.rdn.bc.ca](http://www.rdn.bc.ca) for more information on the Regional District of Nanaimo.

## Accounting Clerk

Corporate Service (Finance)

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### 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 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 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.