

EMPLOYMENT OPPORTUNITY

Accounting Clerk Assistant

Casual / External

Finance

Competition No.: 2022-079



www.rdn.bc.ca

SKILLS/EDUCATION

- High school diploma with one year of basic accounting courses or similar coursework
- 2-years prior job related experience in a computerized accounting environment, including computer data entry, or an equivalent combination of training and experience.

APPLICATION DETAILS

Please quote competition 2022-079 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and [Click here](#) to apply.

**Applications will be accepted until:
4:00 p.m., on July 7, 2022**

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a Casual Accounting Clerk Assistant in Finance department.

The Accounting Clerk Assistant contributes to the effective operation of the Finance Department through the accurate performance and data entry for cash receiving, accounts receivable and accounts payable 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.

QUALIFICATIONS

Qualifications include a high school diploma, with one year of basic accounting courses or similar coursework, plus 2-years prior job related experience in a computerized accounting environment, including computer data entry, or an equivalent combination of training and experience.

POSITION DETAILS

This is a Casual Union position (35 hours per week) . The (2022) rate of pay is \$30.80 per hour, plus 9% in lieu of benefits including vacation and statutory holidays.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.

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

JOB DESCRIPTION**JOB SUMMARY**

The Accounting Clerk Assistant contributes to the effective operation of the Finance Department through the accurate performance and data entry for cash receiving, accounts receivable and accounts payable 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

- Balances daily cash drawer and prepares bank deposits, receives and processes cash payments.
- Assists by responding to enquiries from public and staff and may assist with occasional switchboard duties, as required.
- Assists in the review of accounting documents for accuracy, consistency and completeness.
- Assists in the processing of accounts payable invoices and cheques in a computerized setting.
- Assists in the processing of accounts receivable invoices and payments in a computerized setting.
- Assists in maintaining customer master files in a computerized database and prepares customer account adjustments as required.
- Assists in researching and resolving account errors or discrepancies.
- Prepares routine written correspondence for signature and performs filing of information, as required.
- Performs other related duties, as required.

JOB QUALIFICATIONS**Education/Experience**

High school diploma, with one year of basic accounting courses or similar coursework, plus 2-years prior job related experience in a computerized accounting environment, including computer data entry, or an equivalent combination of training and experience.

Skills/Abilities

- General knowledge of application of PST and GST regulations and cash report balancing.
- Basic understanding of the fundamentals of accounting.
- 55 wpm typing speed; 240 keystrokes per minute numeric keypad speed.
- Possesses a high degree of accuracy in data entry and use of calculators.
- Basic experience in word processing and spreadsheet computer applications.
- Basic office equipment operating experience with photocopiers, fax machines etc.
- Excellent communication, interpersonal and organizational skills.
- Ability to work under pressure and meet deadlines.

Reporting Relationship

Reports to the Manager, Accounting Services.

Date Approved: May 9, 2001