

EMPLOYMENT OPPORTUNITY

Accounting Clerk

Permanent Full-Time | External

Finance Services

Competition No.: 2024-2090



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & Abilities

- Basic understanding of the fundamentals of accounting.
- Possesses a high degree of accuracy in data entry and use of calculators.
- Basic experience in word processing, spreadsheet, and database computer applications.
- 55 wpm typing speed;
240 keystrokes per minute numeric keypad speed.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2024-2090 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on January 31, 2025.**

Date Posted: January 17, 2025.

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 (RDN) is seeking a permanent full-time Accounting Clerk in the Finance department.

This position contributes to the effective operation of the Finance department through the accurate performance and data entry for cash receiving, accounts receivable, utility billing 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

High school diploma with one (1) year of basic post-secondary accounting courses or similar coursework, plus two (2) years prior job-related experience including computer data entry, or an equivalent combination of training and experience.

POSITION DETAILS

This is a permanent full time Union position working 35 hours per week. The (2024) rate of pay is \$32.94 to \$34.67 per hour. The position offers an attractive benefits package as provided with the Collective Agreement between the RDN and the Canadian Union of Public Employees, Local 401.

*A criminal record check is a condition of employment with
the Regional District of Nanaimo.*

Accounting Clerk**Finance Services**Pay Band 7

Job Summary

The Accounting Clerk contributes to the effective operation of the Finance Department through the accurate performance and data entry for cash receiving, accounts receivable, utility billing 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, prepares bank deposits and daily cash reports, 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 the processing of utility billings 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.
 - Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
 - Performs other related duties, as required.
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Job Qualifications**Education/Experience**

- High school diploma
- One year of basic post secondary accounting courses or similar coursework.
- 2-years prior job-related experience in a computerized accounting environment, including computer data entry.
- An equivalent combination of training and experience may be considered.

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, spreadsheet, and database computer applications.
- Basic office equipment operating experience with photocopiers, fax machines, scanner, printer etc.
- Excellent communication, interpersonal and organizational skills.
- Ability to work under pressure and meet deadlines.

Reporting Relationship

Reports to: Manager, Accounting Services