



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20260720_ACCT1
POSITION TITLE:	ACCOUNTING CLERK I
DEPARTMENT:	FINANCE
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 9 - \$40.70/hr (2026 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm, 35 hours per week
BENEFITS:	A comprehensive benefits package per the Terms of the Collective Agreement

The City of Colwood has an opportunity for a **Full-Time Regular ACCOUNTING CLERK I** in the **Finance Department**. This is a UNION position with CUPE, Local 374.

The ideal candidate is a detail-oriented, service-focused professional with experience in a busy finance environment, including customer service, general office administration, financial software, invoice and purchase card processing, and, preferably, property tax and payroll administration. They communicate effectively, contribute positively to workplace culture, and demonstrate sound judgment, accountability, and accuracy in all aspects of their work.

NATURE AND SCOPE OF WORK

Reporting to the Manager of Finance, the Accounting Clerk I performs accounting and clerical work of moderate complexity and responsibility within the City's Finance Department. The Accounting Clerk I is responsible for activities such as the processing of the full cycle of accounts payable, reconciling and posting cash receipt & EFT batches, and assisting with the property taxation function. In addition, the incumbent performs a variety of reconciliations, provides information to the public and other staff, works directly with staff and department managers to ensure approvals are in place, and ensures that purchasing and revenue policies and controls are met. Independence of judgement is exercised in many aspects of the work; however, difficult or unusual problems are referred to senior staff or the Manager of Finance or Director of Finance. Accuracy is essential in this role as errors may cause considerable delays in balancing or inaccurate reporting of financial information. Working within a collaborative team-based environment, the incumbent may provide support and and/or back up services to other positions within the Finance department and the broader City, as assigned.

As a member of the City of Colwood team and workplace community, you will be responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.





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MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of a recognized bookkeeping and/or general accounting training program.
- A minimum of one year of practical general accounting support experience, including accounts payable, preferably in a municipal accounting environment; property taxation experience is a strong asset.
- Demonstrated experience working within a computerized accounting software environment; experience with Great Plains and Tempest software is a strong asset.
- Experience administering a full-cycle payroll is a strong asset, as this position may be required to provide backup coverage for the Payroll Coordinator from time to time.

A complete job description is available at www.colwood.ca/careers

Using the subject line **POSTING ID# COC20260720_ACCT1**, please submit your resume and cover letter describing how you meet the position requirements, in confidence, to the Manager of Finance, at careers@colwood.ca.

The posting closes at 4:30pm on Thursday, July 30, 2026.

Short-listed applicants may be invited to participate in a job-related practical assessment exercise to demonstrate their knowledge, skills, and abilities relevant to the core requirements of the position as part of the selection process.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

