



## CITY OF COLWOOD JOB POSTING

---

<b>POSTING ID #:</b>	<b>COC20210707_ACIII</b>
<b>POSITION TITLE:</b>	ACCOUNTING CLERK III
<b>DEPARTMENT:</b>	FINANCE
<b>POSITION TYPE:</b>	FULL TIME REGULAR, UNION POSITION
<b>POSTING TYPE:</b>	INTERNAL/EXTERNAL
<b>SALARY:</b>	Pay Grade #15 \$41.74/hr (2021 rate)
<b>HOURS OF WORK:</b>	35 hours per week, Monday – Friday between the hours of 8am – 5pm
<b>BENEFITS:</b>	A comprehensive benefits plan as per the terms of the Collective Agreement.

---

*Do you thrive in a fast-paced environment where you are able to work on a variety of tasks that help to build a strong community? If so, join us in Colwood and enjoy a unique connection to nature, a rich heritage, and incredible potential.*

The City of Colwood is a rapidly growing seaside community which is home to more than 17,000 residents and is located 25 minutes from downtown Victoria. The Finance department provides service and support to the entire organization. The City of Colwood has an opportunity for a **FULL-TIME REGULAR ACCOUNTING CLERK III**; this is a UNION position with CUPE Local 374.

Reporting to the Manager of Finance, the Accounting Clerk III performs accounting work of considerable variety, complexity, and responsibility. The work performed requires public sector accounting standard (PSAS) knowledge, and the ability to work effectively within a team as well as independently, and to exercise judgement and initiative within a framework of established policies and procedures. The incumbent prepares, maintains, and analyzes various general ledger accounts and records. The Accounting Clerk III performs a variety of internal control and audit functions, assists with financial planning and reporting functions, and has direct involvement in grant administration and asset management.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- A degree or diploma in a relevant business program with intermediate financial accounting courses. Preference may be given to an applicant with a CPA designation, or working towards such.
- Minimum of 3 years of progressive accounting experience, preferably in a local government setting.
- Valid Class BC 5 driver's licence is an asset.

A complete job description is available at [www.colwood.ca/careers](http://www.colwood.ca/careers)

**\* Please note this job description is under review \***

---

Using the subject line **POSTING ID# COC20210707\_ACIII**, please submit your resume and cover letter, in confidence, to **Marlie Boven, Manager of Finance** at [careers@colwood.ca](mailto:careers@colwood.ca).

Applications will be accepted until 4:30pm on Friday, July 16, 2021.