



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20210730_ACI
POSITION TITLE:	ACCOUNTING CLERK I
DEPARTMENT:	FINANCE
POSITION TYPE:	FULL TIME REGULAR, UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade #9 \$34.08/hr (2021 rate)
HOURS OF WORK:	35 hours per week, Monday – Friday between the hours of 8am – 5pm
BENEFITS:	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 I**; this is a UNION position with CUPE Local 374.

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 accounts payable and accounts receivable, reconciling and posting cash receipt 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 the Senior Accountant, 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 team, as assigned.

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 preferably in a municipal accounting environment; property taxation and payroll experience are strong assets.
- Demonstrated experience working within a computerized accounting software environment; experience with Great Plains and Tempest software is a strong asset.
- Valid Class BC 5 driver's licence is a highly preferred asset to facilitate bank deposit processes.

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

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

Using the subject line **POSTING ID# COC20210730_ACI**, please submit your resume and cover letter, in confidence, to **Marlie Boven, Manager of Finance** at careers@colwood.ca.

Applications will be accepted until 4:30pm on Thursday, August 12, 2021.