



**ACCOUNTING CLERK II
(FULL-TIME)
Competition #2018-56**

We are the third largest regional district in BC and deliver over 100 services to six municipalities and eight electoral areas. Our region covers more than 13,000 km² stretching from Hatzic Prairie to Boston Bar. In short, we have a little bit of everything. If you love working with numbers and the general public, and have a keen eye for attention to detail, then you should check us out.

As an Accounting Clerk II at the FVRD, a typical week could see you reconciling and mailing out transit passes to vendors; generating utility billings and discussing them with residents; communicating with our member municipalities; processing invoices for payment through our Accounts Payable system; and assisting customers with dog licensing for their furry friends. We are looking for a people oriented Accounting Clerk who is self-motivated, always looking for efficiencies, detail oriented, a great communicator, and is able to handle difficult customer conversations.

We offer a positive, supportive, team-based work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing and supporting training and professional development opportunities for our staff. If you have a positive, can-do attitude and a keen sense of humour, you will fit right in. Bring your positive energy, ambition and desire to learn, and we'll take care of the rest.

Required Knowledge, Skills and Abilities:

- In at least second year of post-secondary education, preferably in a diploma or degree program from a recognized post-secondary institution in Business Administration and/or Accounting preferably with several years of work experience or an equivalent combination of education and experience;
- Must have knowledge of systems and procedures together with experience in the utilization of financial computer software applications;
- Considerable knowledge of the principles, procedures, policies and regulations applicable to professional accounting practices;
- Sound knowledge of modern office practices, procedures, office equipment, and both manual and computerized accounting systems;
- Ability to prepare accurate financial reports, statements, and to reconcile various accounts and sub-ledgers;
- Ability to maintain effective working relationships with staff and the ability to explain and interpret department policies and procedures.

The wage rate for this bargaining unit position is \$25.07 per hour plus a comprehensive benefits package. Upon successful completion of the required six month probationary period the wage will increase to \$29.49 per hour.

If this opportunity excites you, and you want to contribute to a positive work environment, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Please quote Competition #2018-56 and send in confidence, by 4:30 p.m. on December 3, 2018 to:

jobs@fvrd.ca or mail to:

Human Resources Department
Fraser Valley Regional District
45950 Cheam Avenue
Chilliwack, BC V2P 1N6

or fax confidentially to: 604-702-5461

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.