

## PAYROLL/ACCOUNTING CLERK (FULL-TIME)

Competition #2021-36

July 21, 2021



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The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

Reporting to the Manager of Financial Operations, the Payroll/Accounting Clerk is responsible for the maintenance, analysis, preparation and initiation of a variety of payroll records, financial reports and related statistical reports for the Regional District and agencies for which the Regional District has assumed administrative functions. Payroll/Accounting Clerk is also required to assist with general accounting duties including data input, accounts payable, accounts receivables, utility certificates, and cash receipting.

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.

Required knowledge, skills and abilities:

- » Certified in a payroll program, e.g. Canadian Payroll Association Level 1 or equivalent, plus 4 years prior job experience, or an equivalent combination of training and experience.
- » Experience working in a unionized environment would be preferred and experience of working with Local government would be considered an asset.
- » Considerable knowledge of principles, procedures, policies and regulations applicable to professional accounting practices, including fund accounting.
- » Must have knowledge of systems and procedures together with experience in the utilization of financial computer software applications, manual and computerized accounting systems.
- » Excellent written and verbal communication skills; excellent interpersonal and public relations skills are essential.

The wage rate for this bargaining unit position is \$25.57 per hour plus a comprehensive benefits package. Upon successful completion of the required six month probationary period the wage will increase to \$30.08 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 #2021-36 and send, in confidence, by 4:30 p.m. on August 12, 2021** to [jobs@fvrd.ca](mailto:jobs@fvrd.ca) or mail to:

Human Resources Department  
Fraser Valley Regional District  
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