



**ACCOUNTING CLERK I
(FULL-TIME)
Competition #2020-29**

We are the third largest regional district in B.C. With six municipalities and eight electoral areas, we have cities, we have towns and small rural communities. Our topography is as varied as it is vast. We have mountains, valleys, rivers, farmland, canyons. In short, we have a little bit of everything. If you're the type of Accounting Clerk who believes variety is the spice of life, then you should check us out.

As an Accounting Clerk I at the FVRD, a typical week could see you discussing licenses with dog owners, and assisting them with purchasing dog licenses for their furry friends; assisting customers with purchasing bus passes and accepting payments for utility billings; entering invoices for payment; mailing transit passes; pulling online reports and assisting with campground cash reports; communicating with other municipalities and vendors, and so much more. We are looking for a people oriented Accounting Clerk who is self-motivated, always looking for efficiencies, great at communicating, someone who is detail oriented, 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. This position would be great for someone who is working their way through school looking to build experience while working towards their accounting designation. 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:

- Post-secondary education, preferably a degree or diploma, related to Business Administration and/or Accounting along with relevant work experience, or an equivalent combination of education and experience;
- Sound knowledge of the methods, practices and principles involved in making payments and in preparing invoices;
- Ability to acquire sound knowledge of the functions, practices, bylaws, policies and regulations pertaining to the operation of the Regional District;
- Ability to acquire sound working knowledge of GAAP and of Regional District accounting procedures and operations;
- Excellent interpersonal, customer service and public relations skills;
- Ability to establish and maintain effective working relationships with internal and external clients.

The wage rate for this bargaining unit position is \$24.17 per hour plus a comprehensive benefits package. Upon successful completion of the required six month probationary period the wage will increase to \$28.43 per hour.

The FVRD 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. For more information about the FVRD, please visit our website at www.fvrd.ca.

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 #2020-29 and send in confidence, by 4:30 p.m. on March 20, 2020 to: jobs@fvrd.ca

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