

ACCOUNTANT (FULL-TIME) (TIME-DURATION)

Competition #2021-08

March 4, 2021



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 the City of Abbotsford to Boston Bar. In short, we have a little bit of everything. If you love working with numbers, and have a keen eye for attention to detail, then you should check us out. The term for this position is from March to December 2021.

As an Accountant at the FVRD, each day is a new undertaking, the day may start off with questions from the Finance Team, or staff from one of our other departments; a new task from the Manager of Finance, or a planned project. Daily tasks could include a number of different tasks such as ad hoc projects; developing new processes or reports; updating software databases; reviewing journal entries; investment reconciliations; Finance team support and training; income statement review; cash flow creation and analysis; Government required reporting; year-end support; facilitating the financial month end process; reviewing accounting software processes for accuracy; and reviewing and/or creating internal policies and bylaws.

Required Knowledge, Skills and Abilities:

- » Must have completed the Chartered Professional Accountant designation and four (4) years of professional experience, or be dedicated to pursuing the Chartered Professional Accountant designation with a degree from a recognized post-secondary institution in Business Administration and/or Accounting plus five (5) years of professional experience;
- » Demonstrated knowledge of the principles, procedures, policies and regulations applicable to professional accounting practices, including fund accounting;
- » Extensive knowledge of financial software, as well as procedures together with experience in the utilization of financial computer software applications;
- » Sound knowledge of modern office practices, procedures, office equipment and both manual and computerized accounting systems;
- » Sound knowledge of business English and Accounting Mathematics;
- » Knowledge or skill in auditing techniques;
- » Ability to prepare financial reports, statements, and to reconcile various accounts and sub-ledgers;
- » Ability to maintain effective working relationships with other staff and to explain and interpret department policies and procedures.

The wage rate for this bargaining unit position is \$37.91 per hour plus 10.6% in lieu of benefits. Upon successful completion of the required probationary period the wage will increase to \$44.60 per hour plus 10.6% in lieu of benefits.

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 #2021-08 and send in confidence, by 4:30 p.m. on March 19, 2021 to jobs@fvrd.ca or mail to:

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

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.
Review of applications will begin upon receipt.*