

ACCOUNTING CLERK I (FULL-TIME)

Competition #2024-43

October 31, 2024



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 Mission 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.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We invite all qualified candidates to apply. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included. If you have a passion for public service and want to make a difference in the lives of those who live, work, and learn in the Fraser Valley, consider coming to work with us.

We have an exciting and challenging opportunity for an energetic and self-motivated individual to fill the position of Accounting Clerk I in the Finance Department. The successful candidate will report to the Assistant Controller. The incumbent will perform a variety of tasks which could include assisting dog owners with purchasing dog licenses for their furry friends; assisting customers with purchasing bus passes and accepting payments for utility billings; entering invoices for payment; 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, detail-oriented, and can handle difficult customer conversations.

The ideal candidate must have:

- » 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 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 start rate for this Union position is \$27.08 (2024 rate) per hour plus a comprehensive benefits package. Upon successful completion of the required six-month probationary period, the rate will increase to \$31.85 (2024 rate) per hour.

Grow your career in an organization that supports employee work-life harmony including an earned-days-off program. Take advantage of employee programs that include support for mental well-being and physical health through our onsite gym. We offer a 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 passion for public service and want to make a difference in the lives of Fraser Valley residents, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. **Visit www.fvrd.ca/careers** to apply for this competition by 4:30 p.m. on November 21, 2024.

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