



ACCOUNTING CLERK (Permanent Full Time)

The City of Duncan is seeking an experienced Accounting Clerk to join our finance team.

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a few beautiful walkable blocks lined with 40 world renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, world class trails, cultural amenities, and all forms of indoor recreation. This compact city offers high quality living and acts as the commercial centre of a trading area serving a population of approximately 80,000 people.

Position

Reporting to the Manager of Financial Services, the primary responsibilities of this position are:

- Performs entry of all accounts payable, ensuring invoice coding is correct and vouchers have required back-up receipts, documentation, and authorization in accordance with City policies.
- Ensures all accounts payable are processed in a timely manner to avoid service charges, maintain credit ratings, and produce current costing information for all departments.
- Oversees the accounts receivable function, including invoicing, aging, and reconciling.
- Prepares and maintains a variety of complex tables, spreadsheets, and financial reports and assists the Manager of Financial Services with monthly reconciliations.
- Supports the annual property tax function, including the tax deferment program.
- Oversees the business licence function, including issuing annual licences.
- Provides excellent customer service both in person and on the phone to respond to questions regarding property tax, business licences, and accounts receivable/payable.
- Assists with the preparation of the annual municipal reporting forms, year-end working papers, and annual audit requirements.
- Researches and assists with special projects or assignments as assigned.
- Provides back up to the front desk in answering the telephone, handling in-person inquiries and complaints, and processing payments as required.

Qualifications

- A minimum two years of experience in financial accounting, preferably in a municipal setting, with experience in accounts payable, accounts receivable, and subsidiary ledgers, up to and including the trial balance, monthly reconciliations, and reporting of GST and PST.
- Completion of an education program with a diploma or certificate in accounting or a related field (education and experience may be considered).

- Working knowledge of financial statutes such as the *Financial Information Act*, *Social Services Tax Act* and the *Excise Tax Act* as they apply to accounts payable.
- Ability to prepare, verify and analyze a variety of financial and statistical reports and data.
- Proficiency in MS Office (Word, Excel, Outlook) and ability to learn in-house software programs. Experience using Vadim would be an asset.
- Excellent communication skills (verbal, written, listening).
- Considerable ability to maintain sustained attention to detail with a high degree of accuracy.
- Ability to prioritize and balance a variety of assigned tasks and complex procedures to meet required deadlines.
- Strong computer troubleshooting and problem solving skills.

Salary

This is a CUPE union position (35 hours weekly) with a 2023 hourly rate of \$36.58, plus a competitive benefits package.

Applications

A complete resume of experience, qualifications, and references will be accepted until 4:00 pm, January 23, 2023 and should be submitted to the attention of Bernice Crossman, Director of Finance, City of Duncan by email to: hr@duncan.ca.

We thank all applicants; however, only those being considered for interviews will be contacted.