



Accounting Clerk - Utilities

The City of Port Alberni is currently accepting applications for the position of **Accounting Clerk – Utilities** to join a progressive and dynamic organization as part of the Finance team. This position reports to the Deputy Director of Finance.

Specific duties include:

- processing accounts payable and receivable transactions
- preparing and analyzing the billing and balancing of property tax, program and facility charges, water, sewer, and solid waste account charges and payments
- providing information and assistance to various contacts and in response to enquiries as required
- assuming the duties of cashier a minimum of one day a week and as back-up, and providing support in receiving, recording and balancing payments for all types of City accounts and services
- providing assistance to the public in response to enquiries and questions concerning taxes, accounts and related matters

Qualifications for this position include:

- Completion of Grade 12 (or equivalent)
- Completion of the 2nd year of a recognized accounting degree or business diploma program (accounting option), or enrolled in the Certified Professional Accountants Program (CPA) and have completed Core 1 & 2 (or equivalent)
- A minimum of 1 year of related accounting experience
- Sound knowledge of the methods, procedures and practices applicable in processing accounts payable/receivable transactions or applicable to processing utility account transactions
- Valid BC Class 5 Driver's license

The successful candidate will be required to complete a police information check. The current rate of pay for this position is \$33.24 per hour.

To Apply:

Please forward a resume and cover letter, including copies of your qualifications, by June 3, 2022 at 4:30pm:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

