

Accounting Clerk II

Approval Date: July 2026**Department:** Finance☐ IAFF☒ CUPE☐ Management**Title of Management Supervisor:** Controller**General Accountability:****Purpose and Scope**

Reporting to the Controller and taking direction from the Senior Accountant, the Accounting Clerk II performs a variety of accounting functions with a focus on customer service and provides cross-coverage with alternate Accounting Clerk II positions.

Nature and Scope of Work

Provides a wide variety of accounting related functions including, but not limited to:

- Property Taxes and Utilities.
- Accounts Payable and Accounts Receivable.
- Responds to telephone and counter inquiries from internal and external customers.
- Cashier duties.
- Data entry.
- Preparation of documents.
- Preparation of journal entries.
- Reconciles various accounts.
- Assists with monthly, quarterly and annual financial/corporate reporting as required.
- Ensures compliance to all City policies, bylaws, agreements, contracts and external regulations.
- Corresponds with external agencies.
- Performs related clerical duties such as word processing, maintaining filing and record systems, faxing and photocopying.
- Other related duties as required.

Necessary Qualifications**Knowledge:**

- General knowledge of office procedures and protocol.
- Working knowledge of WorkSafeBC regulations and safe work procedures.
- Good keyboarding/typing skills.
- General computer literacy.
- Proven ability to receive and reconcile cash.
- Demonstrated basic accounting skills.
- Intermediate proficiency with Microsoft Word and Excel.

Key Competencies:

- Accountability and Reliability
 - Able to work with minimal supervision.
- Adaptability and Flexibility
 - Able to adapt to changes in priorities and processes.
- Communication
 - Good oral, listening and written skills.

- Conflict Management
 - Able to deal effectively with confrontational clients.
- Decision Making and Problem Solving
 - Good decision making and problem-solving skills.
- Planning and Organizing
 - Good time management and organization skills. Able to effectively respond to a high volume of inquiries and do a multitude of tasks.
- Professionalism
 - Thinks carefully about the likely effects on others of one's words, actions, appearance and mode of behavior. Effective and courteous interaction with the public, other agencies and internal departments. Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Results and Quality Focus/Attention to Detail
 - Proven ability to perform with a high level of attention to detail and accuracy.
- Service Orientation
 - Strong customer service orientation.
- Teamwork
 - Demonstrates strong teamwork skills; fosters a teamwork environment.

Education/Training:

- Grade 12 or equivalent.

Experience:

- Minimum three (3) years of basic general accounting experience in one or more of: accounts receivable, accounts payable, journal entries.
- Cash handling and customer service experience.

Preferred Criteria (For External Candidates Only)

- Experience working in local government.
- Experience with Tempest and Vadim software programs for municipalities.
- Successful completion of a post-secondary bookkeeping or accounting course

Unusual Working Conditions

- Dealing with difficult people.
- Additional deadline pressure and heavy volume of work at various times.