



FINANCE CLERK

The City requires a permanent full-time Finance Clerk to commence employment as soon as possible. This is moderately complex accounting position that performs routine clerical duties, data input and verification work of considerable variety involving responsibility for day to day accounting support to the Finance Department. Maintenance of the City's cash receipting accounting system is a major function. The incumbent will also calculate, maintain and reconcile tax and utility pre-authorization payments, maintain petty cash, prepare deposits, enter and verify accounts receivable. This position serves as a principal contact for the public as it relates to the provision of financial services.

The preferred applicant will be on a defined path towards their CPA certification, accompanied by a minimum 2 years previous accounting experience. Experience working in an accounting department, preferably in a municipal setting would be an asset.

For a complete job description please visit our website www.castlegar.ca. This is a CUPE Local 2262 position with the rate of pay \$33.59.

Qualified applicants are invited to submit their detailed resume via email **by 4:30 p.m. on December 4, 2020** to:

Personnel Officer, City of Castlegar
460 Columbia Avenue
Castlegar, BC V1N 1G7
Phone: 250-365-7227
Email: hr@castlegar.ca

We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for an interview will be contacted.