



TOWN OF LAKE COWICHAN Accounting Clerk 1 Permanent Part-time Position

The Town of Lake Cowichan is seeking a motivated employee for a permanent part-time position in the Municipal Office as an Accounting Clerk 1. Reporting to the Director of Finance, you will be responsible for performing intermediate level accounting functions related to payables, payroll, receipts and disbursements, property taxes, and bank reconciliations.

QUALIFICATIONS AND DUTIES

1. Proven working experience as an accounts payable and payroll clerk;
2. Solid understanding of basic bookkeeping and accounting principles;
3. Proficiency in calculating, posting and maintaining financial records;
4. Data entry skills and hands on experience with spreadsheets and word processing;
5. High degree of accuracy and attention to detail;
6. Good oral and written communication skills;
7. Ability to organize and execute work plans; and
8. A variety of accounting and customer service duties may be assigned.

ASSETS

A minimum of three year's experience with unionized payroll, remittances, superannuation and completion of T4's, T4A's and records of employment is required. Courses through the Canadian Payroll Association or equivalent will be helpful.

An accounting certification or diploma and a minimum three (3) years progressive experience, in a municipal or similar environment will be assets. Other preferred qualifications include:

- Exceptional customer service, interpersonal skills, and the ability to interact with the public in a courteous and tactful manner.

This is a United Steelworkers' bargaining unit position and the wage is \$30.3473 plus benefits. Hours per week are 28 hours based on a 4 day work.

Qualified applicants are to submit a signed letter (which must have original signature) with resume marked CONFIDENTIAL – ACCOUNTING CLERK 1 POSITION by no later than 4:30 pm, Monday, February 19, 2018 to:

Ronnie Gill, CPA, CGA
Director of Finance
Town of Lake Cowichan
PO Box 860, 39 South Shore Road
Lake Cowichan, BC V0R 2G0

*** Only short listed applicants selected for interviews will be contacted. ***