



Making a difference...together

Employment Opportunity

Senior Accounting Clerk

Parks & Environmental Services – Panorama Recreation

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| Competition Number: | 22/316 |
| Employment Type: | Auxiliary (Term of up to One Year) |
| Hours of Work: | 70 hours bi-weekly |
| Rate of Pay: | \$34.40 to \$37.67 per hour (plus 14% in lieu of benefits)(2022 Rates) \$35.78 to \$39.18 per hour (plus 14% in lieu of benefits) (2023 Rates) |
| Review of applications begins: | 4:00pm on November 21, 2022 |

Job Summary

The Accounting Clerk is responsible for tracking revenue and the preparation of reconciliations related to a variety of funding sources including child care funding. Utilizing recreation software, prepares a variety of reports and makes system entries. Troubleshoots and problem solves system software. Documents system issues and liaises with software vendors on issues that arise. Assists with the preparation of documentation related to internal processes and controls.

The anticipated length of this term assignment is up to one year.

Qualifications

- Diploma in Business Administration, with a focus on accounting and a minimum of 3 years' relevant experience or equivalent
- An acceptable criminal record check will be required to work in this position.

Applications

To apply for this exciting opportunity, please visit www.crd.bc.ca and submit your application on our [careers page](#).

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

NOTE: For the health and safety of our employees, customers and the communities we serve, the CRD requires verification of your COVID-19 vaccination status as a condition of employment.

What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the surrounding Gulf Islands, serving more than 432,000 people.

Our administrative boundaries span the Traditional Territories of many First Nations, all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

We value the diversity of the people we hire and serve. In our commitment to bring differing perspectives to our workplace, and to deliver the best possible service to our customers, we encourage and welcome applications from all people with diverse backgrounds, abilities, and lived experiences.



Continue to following page for more detailed information



Typical Duties and Responsibilities

People working in this role can expect to be responsible for performing the following duties. This list is not meant to be comprehensive and other related duties similar in scope and complexity may be performed.

- Monitors & reconciles child care funding adhering to the provincial funding regulations.
- Calculates, reconciles and prepares monthly worksheets.
- Tracks revenue and prepares adjustment for review.
- Trains, supports and problem-solves cash desk POS systems including documenting, reviewing and follow up on tickets submitted to support.
- Assists with documenting internal processes and controls including cash handling policies and procedures.
- Supports updates to Perfectmind by testing functionality. Troubleshoots system issues and liaises with system vendors to assist with resolving problems.
- Assist with administration of POS system, resolving any associated problems.
- Monitors overdue accounts and follows up with the collection of payments.
- Prepares various GL accounts reconciliations.
- Prepares reports utilizing recreation software, PerfectMind.
- Monitors overdue memberships, including generating reports and performing system entries.
- Ensures automatic billing and collection of preauthorized payments on a monthly basis.
- Prepares, reconciles and posts journal entries and transactions.
- Initiates collection action for delinquent accounts.
- Collects and compiles information. Assists with budget preparation and year end activities.
- Assists with monthly bank reconciliations.
- Assists with procurement process, by preparing contracts, posting to BC Bid and preparing financial transactions.
- Review day attendance report and adjust previous day transactions as required.
- Checks and adjusts all previous day transactions to ensure they reconcile and input into worksheet.
- Provides year end accounting support as required.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

Knowledge, Skills and Abilities

To be successful at the CRD, candidates should have a shared understanding of our [Cultural Traits](#) and [Statement of Reconciliation](#) with Indigenous peoples. Additionally, ideal candidates would possess the following role specific knowledge, skills and abilities:

- Excellent communication (verbal and written), interpersonal, and customer service skills are required.
- Knowledge of and ability to use various computer word processing, spreadsheet and recreation software, ie. PerfectMind.
- Experience working in an accounting position processing electronic bank deposits for a large multi-site organization.
- Experience working in a highly computerized environment, performing accounts receivable billings and preparing AR & GL account reconciliations.
- Experience in processing financial transactions with a high degree of speed and accuracy.
- Knowledge of bookkeeping and intermediate accounting.
- Knowledge of policies and procedures for processing revenue, cash, accounts receivable systems, and GST/PST.
- Knowledge and understanding of sub-ledgers and how they translate to general ledgers.
- Experience with data from external accounting systems (such as PerfectMind) and banking applications.
- Understanding of the principles of accounts receivable systems and account collection.
- Ability to work independently, set priorities, and meet deadlines.
- Ability to use independent judgment and discretion and organize workloads.