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**JOB DESCRIPTION**

**Job Title:** Accounting Clerk

**Job Type:** Regular, Full-time, Permanent

**Reports to:** Chief Financial Officer

**Date posted:** March 8, 2022

**Closing Date:** March 31, 2022

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**Job Summary:**

The Central Coast Regional District is looking for a customer service and detail-oriented Accounting Clerk. If you have a can-do attitude, are exceptionally well organized and are detailed and results oriented, then we want to hear from you!

The Accounting Clerk contributes to the effective operation of the Finance Department through the accurate performance of the accounts payable and accounts receivable functions, and the effective delivery of information to the public. This position supports the Finance Department by assisting team members in their duties, to meet service expectations, departmental goals and objectives. Duties will include reviewing accounting documents for accuracy, consistency, and completeness; processing of accounts payable, accounts receivable and cash receipts; calculating and preparing customer account adjustments, confirming credit application references, and assisting in customer account collections; preparing bank deposits and petty cash funds; balancing and processing of invoices, cash receipts and other related records; and other related duties, as required. Applicants must be familiar with the application of GST and PST. Prior experience in computer data entry will be an asset. Excellent verbal/written communication skills are necessary.

Reporting to the Chief Financial Officer (CFO), this position performs all clerical functions associated with financial management. This position will also perform other tasks related to general administration as assigned by the CFO.

This position offers a competitive salary, an extensive benefits package, and the opportunity to work with an outstanding team.

## **Primary Duties and Responsibilities**

Specific responsibilities include:

- Reviews accounting documents for accuracy, consistency, and completeness, ensuring correct authorization and conformity with CCRD policy and legislative standards.
- Ensures the accurate processing of accounts payable, accounts receivable and cash receipts; performs back up and filing of information.
- Performs basic cashier duties, including but not limited to receiving cash payments, disbursing, and maintaining petty cash.
- Calculates and prepares customer account adjustments, confirms credit application references and assists in customer account collections.
- Balances and processes invoices, cash/debit/EFT receipts and other related records.
- Prepares bank deposits, receives payments and calculates the applicable PST and GST.
- Prepares and issues statements for a variety of billings.
- Prepares routine journal entries and account reconciliations.
- May assist in the processing of payroll information as required.
- Assists the CFO with the administration of CCRD's employee extended health and dental benefits and pension programs.
- Prepares T4s, T4A's and Honorariums, as required.
- Ensures quarterly GST/Worksafe BC premium remittances and reporting are made accurately and within deadlines.
- Assists the CFO with the development of annual five-year financial plan.
- Assists the CFO with the preparation of annual audit.
- Responds to enquiries from public and staff and may assist in occasional switchboard duties when required.
- Prepares and ensures accuracy of various governments and inter office reports.
- Prepares reports and correspondence when required as directed by the CFO.
- Other duties as assigned.

## **Qualifications:**

### **Education/Experience**

- High school diploma preferably with two years of basic accounting courses approved the CPA program (formerly CGA, CMA or CA). Job-related experience including computer data entry or an equivalent combination of training will be an asset.

### **Skills/Abilities**

- Experience dealing tactfully, professionally, and confidentially with staff or other agencies and members of the public.
- Ability to independently compose routine and non-routine correspondence.
- Proficient in word processing, spreadsheet and database computer applications.
- Proficient in switchboard, cash handling and operating basic office equipment.

- Possesses a high degree of accuracy in data entry.
- Excellent communication, interpersonal and organizational skills.
- Ability to work effectively and productively under minimal supervision.
- Ability to work under pressure and meet deadlines.
- Possess knowledge of Government Financial Reporting, and familiarity with fundamentals of Sales Taxes .
- Preference may be given to applicants with demonstrated bookkeeping experience, particularly those with a background using QuickBooks software.

Please submit a covering letter and resume on or before March 31, 2022 to:

Attention: Chief Financial Officer  
Central Coast Regional District  
626 Cliff Street  
Bella Coola, BC V0T 1C0  
Email [finance@ccrd.ca](mailto:finance@ccrd.ca)

We thank all applicants for their interest and effort in applying for this position. Only those candidates selected for an interview will be contacted.