



**REGIONAL DISTRICT
of Fraser-Fort George**

JOB POSTING

Human Resources
Telephone: (250) 960-4414
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POSITION: ACCOUNTING CLERK-TYPIST (Permanent, Full-Time)

NATURE OF POSITION: A Permanent, Full-Time position of Accounting Clerk-Typist is available in **Financial Services**. The primary duties of this position include accounts receivable, payroll input and a variety of clerical duties in an accounting environment.

LOCATION: 155 George Street, Prince George, BC

RATE OF PAY: \$2,111.78 bi-weekly (2017 rate)

HOURS OF WORK: 7.25 hour work day with one hour for lunch (72.5 hours bi-weekly)

DUTIES AND QUALIFICATIONS: As set out in the attached job description.

TERM: Start Date: To be determined

BENEFITS: In accordance with the *Collective Agreement* with C.U.P.E. Local 1699. This is a Union position.

POSTING: Internal and External

**PLEASE SUBMIT RESUMES (INCLUDING 3 WORK REFERENCES)
TO THE UNDERSIGNED NO LATER THAN 4:00 P.M., TUESDAY,
APRIL 17, 2018.**

**Marie St. Laurent, CPHR
Manager of Human Resources
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8**

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ACCOUNTING CLERK-TYPIST - JOB 2.2

JOB SUMMARY

Under **close supervision** performs a variety of clerical and typing duties in an accounting environment.

TYPICAL DUTIES:

1. Performs routine accounting tasks such as checking invoices and other accounting forms for accurate extensions of sums, comparisons with sums, comparisons with source documents and cost coding. Inputs invoices, prepares expense allocation to internal cost centres for a variety of office expenses. Run and distribute cheques.
2. Prepares input for the payroll including time sheet extension of hours worked. Checks and corrects discrepancies on time sheets with appropriate department head. Inputs payroll, performs standard checks including the balancing of statutory deductions.
3. Receives cash and issues appropriate receipts, and prepares bank deposits.
4. Prepares and issues statements for a variety of billings.
5. Prepares account reconciliations as assigned.
6. Provide information and direction to volunteers, the public and other staff.
7. Performs routine typing related to accounting and is required to perform typical duties of Clerk Typist III in other areas during peak periods.
8. Inputs data and compiles the budget document and other financial reports.
9. Performs related duties.

EDUCATION:

Completion of the first level C.G.A. or C.M.A., or one (1) year post-secondary course in business administration or finance.

EXPERIENCE:

Three (3) years related experience.

SKILLS AND ABILITIES:

- minimum accurate typing speed of 50 net words per minute
- ability to deal courteously, tactfully and diplomatically with the staff, volunteers and the public
- good mathematical aptitude
- must be bondable
- **some knowledge** of accounting procedures
- **some knowledge** of Windows applications and spreadsheets