

**JOB POSTING**  
(Competition #18-005)

**POSITION:** Finance Accounting Clerk

**HOURS OF WORK:** 35 hour work week

**HOURLY SALARY:** \$26.5189 - \$29.2871 per hour; Inside Workers – Pay Grade 4

**POSITION SUMMARY:**

Under the supervision of the Financial Services Manager, this position is responsible for a variety of administrative and accounting functions; preparation of various reconciliations and reports; cost tracking and analysis of various general ledger accounts, and the performance of other related duties as assigned.

**ESSENTIAL QUALIFICATIONS**

**EDUCATION:** Grade 12 Diploma or GED  
Completion of a second level of a recognized accounting program (CPA, CA, CGA or CMA)  
OR Completion of an Accounting Certificate  
OR Four (4) years of relevant accounting experience including analysis and reconciliation of accounts (in addition to the Experience required below of two (2) years of accounting experience for a total of six (6) years relevant accounting experience).

**EXPERIENCE:** Two (2) years accounting experience including analysis and reconciliation of accounts  
Quick and accurate computer data entry  
Must be proficient in the use of Excel and Word

**LICENCES/CERTIFICATES:** N/A

**SPECIFIC SKILLS:** Excellent customer service and interpersonal skills, with the ability to effectively communicate and interact with members of the public and co-workers.  
Ability to maintain confidentiality.  
Sound knowledge of accounting and office practices / procedures.  
Good organizational and time management skills.  
Ability to use computers and applications in a proficient manner, including accounting software, Microsoft Outlook, Word and Excel.

Ability to prepare and maintain accurate and presentable documents and records.

**SPECIAL REQUIREMENTS:** Clear Criminal Record Check.  
Ability to work with limited supervision.  
Knowledge of the operation of various office equipment.  
High degree of intuition and sound judgement.

**Qualifications should be outlined with verifications of education/certification attached.**

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

Interested applicants are requested to submit a covering letter and resume. Applications will be received up to **4:00pm (MT), Monday, February 26, 2018** and should be addressed to:

Human Resources - City of Cranbrook  
40 – 10th Avenue South, Cranbrook, BC V1C 2M8  
E-mail: [hr@cranbrook.ca](mailto:hr@cranbrook.ca) (Submissions in Word or .pdf formats only)