



JOB POSTING

POSTING #:	22-43
POSTING TYPE:	Internal
POSITION:	Finance Accounting Clerk
POSITION TYPE:	Term, one (1) year or until return of incumbent
DEPARTMENT:	Finance
HOURS OF WORK:	35 hour work week, as per schedule
HOURLY RATE:	\$28.2802 to \$31.2322 per hour, Pay Grade 4 – Schedule “A” Inside Employees

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 G.E.D. 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
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

CLOSING DATE:

2022-05-23, 4:00pm (MST)

Interested applicants are requested to submit a covering letter and
resume to:

**Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8
E-mail: human.resources@cranbrook.ca (Submissions in Word
or .pdf format only)**

We express our appreciation to all applicants for their interest in this
position, however only candidates selected for an interview will be
contacted.

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