

## Accounting Clerk II

*The City of Port Coquitlam is a rapidly growing urban municipality of over 57,000 residents, located in the northeast section of the Lower Mainland. The City is distinguished by a strong sense of community pride and commitment to responsible municipal management in meeting the needs of the community.*

The City is currently seeking a full time Accounting Clerk II to join the finance department. This is accounting work of moderate complexity involving a variety of functions in the processing and routine analysis of transactions and verification of various accounts. The incumbent performs account reconciliations and prepares journal entries; prepares and issues invoices; prepares and maintains a variety of records, files and specific year-end accounting working papers; establishes and maintains effective working relationships with a variety of internal and external contacts. An incumbent exercises considerable independent judgment and action within established guidelines and procedures while policy matters and unusual problems are referred to a superior. Work is periodically checked by a superior for accuracy and conformance to established standards. The salary range for this position is \$49,826.85 – \$56,978.64 per year.

Requirements for this position are:

- Successful completion of Chartered Professional Accountants (CPA) pre-requisite education program modules 1-5 or equivalent education recognized by CPA Canada.
- Minimum two (2) years' experience in an intermediate accounting role.
- Intermediate to expert level proficiency in Excel.
- Ability to obtain a minimum of 70% on a City administered Financial Exam.

Qualified individuals should forward their resumes, quoting competition number 14-26C along with a 1 page letter demonstrating how their qualifications and/or experience match the position applied for by May 13, 2014 to: The City of Port Coquitlam, Human Resources Division, 2580 Shaughnessy Street, Port Coquitlam, B.C., V3C 2A8; via fax to 604.927-5454; via e-mail to [jobs@portcoquitlam.ca](mailto:jobs@portcoquitlam.ca) with the **subject line: 14-26C, (your name)**

*We wish to thank all applicants for their interest and advise that only those to be interviewed will be contacted. The City of Port Coquitlam will conduct a criminal record check.*