



EMPLOYMENT OPPORTUNITY

ACCOUNTING CLERK I – TEMPORARY FULL TIME **(Maternity Leave Coverage for Approximately 12 months)**

The City of Rosland has an opening for the position of a Temporary Full-Time Accounting Clerk I.

Reporting to the Manager of Finance, the Accounting Clerk I is primarily responsible for performing tasks related to the City's financial services, including payroll, accounts receivable, accounts payable, utility billing, business and dog licences, and other related tasks. The position also acts as a receptionist, answering telephone and in-person inquiries and complaints.

The successful candidate will possess an Accounting or Bookkeeping Diploma or equivalent experience and education. Preference will be given to candidates that have municipal financial accounting experience or have experience with VADIM Software. Strong interpersonal, verbal and written communication skills along with a high level of competence in general office procedures and proficient in the use of equipment and computers is essential.

This is a CUPE Local 2087 Bargaining position with salary and benefits pursuant to the Collective Agreement.

Interested candidates are invited to submit their application by **Friday, November 18, 2016, 4:00 pm PST** to:

Elma Hamming, Manager of Finance
City of Rosland
1899 Columbia Avenue
Box 1179
ROSSLAND, BC
V0G 1Y0,

or email to cfo@rossland.ca.