



EMPLOYMENT OPPORTUNITY

ACCOUNTING CLERK I – FULL-TIME TEMPORARY POSITION (APPROX. 1 YEAR)

The City of Rossland has an opening for a temporary full-time position (approximately 1 year) for the Accounting Clerk I.

Reporting to the Manager of Finance, the Accounting Clerk I performs tasks relating to the City's financial services and assists in the corporate services as required. Financial work involves assistance to the Accounting Clerk II and the Manager of Finance, payroll, account receivable and payable, utility billing, business and dog licenses, and other related financial 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 are working towards an accounting designation, 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 customer service is essential.

This is a CUPE Local 2087 Bargaining position. Salary and benefits are pursuant to Paygrade 5 of the Collective Agreement.

Interested candidates are invited to submit their resume by 4:00 pm on February 12, 2016 to: City of Rossland, Box 1179, 1899 Columbia Avenue, Rossland, BC V0G 1Y0, Attention: Steve Ash, Consulting Manager of Finance, or email to cfo@rossland.ca.