



EMPLOYMENT OPPORTUNITY

ACCOUNTING CLERK II – TEMPORARY FULL TIME **(Maternity Leave Coverage for Approximately 6 – 8 months)**

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

Reporting to the Manager of Finance, the Accounting Clerk II is primarily responsible for performing tasks related to the City's financial services, responding to public inquiries and providing information or redirecting inquiries as appropriate.

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 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, October 14, 2016, 4:00 pm PST*** to:

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

or email to cfo@rossland.ca.