



EMPLOYMENT OPPORTUNITY
ACCOUNTING CLERK I

The City of Rossland has an opening for a permanent full-time (40 hrs. per/wk) position as the Accounting Clerk I. This position is in the CUPE bargaining unit and provides the first point of contact for accounting services to the public. Salary and benefits are pursuant to the terms and conditions of the collective agreement.

The successful candidate will be responsible for performing tasks related to the City's financial services and assist in the corporate services as required. Financial work involves assistance to the Accounting Clerk II, Accountant/Comptroller and the Chief Financial Officer, payroll, accounts receivable and payable, utility billing, business and dog licences, and other related financials tasks. The position also acts as a receptionist, answering telephone and in-person inquires 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 (CA, CGA, CMA) 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.

Interested candidates are invited to submit their resume by 4:00 pm on September 24, 2014 to: City of Rossland, Box 1179, 1899 Columbia Avenue, Rossland, BC V0G 1Y0, Attention: Lois Hunter, Chief Financial Officer or by email to loishunter@rossland.ca. A full job description will be available on line at www.rossland.ca

The City of Rossland thanks all applicants for their interest and advise that only those candidates selected for interviews will be contacted.