



ACCOUNTING CLERK

Full Time Permanent Position

Cultus Lake Park is seeking an Accounting Clerk.

Reporting to the CFO/Manager of Financial Services, you will perform senior level accounting functions related to financial planning, reporting and internal control. Related duties include payroll, accounts payable and receivable, pension and benefits administration, and to assist in budgeting and five year financial planning, preparation of financial reports, reconciliations and cash flow, property lease calculation and billing. Familiarity with Vadim and Tempest software is an asset.

The successful candidate will encourage sound policies and practices in finance, economics and law and have the ability to work with staff and elected representatives from Local, Regional, and First Nations Governments. Completion of second year accounting level (or an equivalent combination of education and experience), a minimum of five years' experience in municipal financial accounting or a similar environment, and a general understanding of the Local Government Act, Community Charter, and related financial requirements are required. Remuneration ranges from \$18 to \$25 per hour commensurate with experience, and includes a generous benefit and pension plan.

**Qualified persons are invited to submit their resume in confidence
by 4:00 p.m. Friday, May 11, 2012 to:**

“Accounting Clerk Job Competition 2012”
Attention: Rebecca Johnson, CFO/Manager of Financial Services
4165 Columbia Valley Highway, Cultus Lake BC V2R 5B5
Fax 604-858-8091 Email rebecca.johnson@cultuslake.bc.ca
See our website at www.cultuslake.bc.ca

We thank all applicants; however only those selected for an interview will be contacted.