



FRASER VALLEY REGIONAL DISTRICT
Website: www.fvrd.bc.ca

Accounting Clerk I / Secretary (Part-Time)
Competition #2010-05

The Fraser Valley Regional District is inviting applications from qualified candidates to fill a part-time position of Accounting Clerk I / Secretary working approximately 20 hours per week.

The primary duty of the Accounting Clerk I /Secretary is to assist the Director of Finance, Managers and Staff in the Finance Department with accounting duties, administrative support, and secretarial services to provide the delivery of service to ensure effective and efficient daily operation within the Department.

Duties include:

- Undertakes various accounting duties including the reconciliation of various general ledger and sub-ledger accounts, performing general accounting duties and assists in the preparation of annual/quarterly Financial Statements.
- Tracking of all Regional District grant applications.
- Assumes the duties and responsibility of the other Accounting Clerk I during an absence or as required, and provides assistance to the Accounting Clerk III as required.
- Responsible for the administrative support and secretarial services for the Finance Department

Required knowledge, skills and abilities:

- Completion of senior secondary school supplemented by accounting, computer and administration courses, and post secondary courses, plus several years of finance/secretarial experience in a medium to large office, or equivalent combination of education and experience.
- Experience and proficiency in preparing agendas, and accurately recording complex meeting proceedings and transcribing the minutes.
- Excellent administrative and computer skills, with a high level of proficiency with accounting software, Microsoft Office Suite, and the ability to learn new software quickly.
- Excellent written and verbal communication skills, including a sound knowledge of business English and spelling, the ability to express thoughts and ideas clearly, and write in a clear and concise manner.
- Must be in possession of a valid, unrestricted Class 5 Driver's Licence.

The wage rate for this bargaining unit position is \$24.64 per hour (post probation wage) plus a comprehensive benefit package and pension plan. (Note, wage rate is currently under review)

If you are interested in this position, please submit a detailed resume, along with a cover letter, indicating your qualifications, by 4:30 p.m. on February 8, 2010 to jobs@fvrd.bc.ca or fax, confidentially, to 604-702-5461. For further information regarding this position, applicants may call George Murray, Director of Finance at 604-702-5000 or toll free (in B.C.) at 1-800-528-0061.

Please visit the FVRD website www.fvrd.bc.ca for further information about our organization.

FRASER VALLEY REGIONAL DISTRICT

JOB DESCRIPTION

Accounting Clerk I / Secretary

DATE: January 2010

1. CLASS TITLE: Accounting Clerk I / Secretary
2. PAY GROUP: Pay Group 106
3. DEPARTMENT: Finance
4. ORGANIZATIONAL RELATIONSHIPS:
 - (a) Reports to: Director of Finance
 - (b) Supervises: None
 - (c) Co-ordinates with: Director of Finance, Manager of Accounting, Departmental staff, and other FVRD staff

5. GENERAL ACCOUNTABILITY:

Working in a team environment the incumbent in this position assists the Director of Finance and the Managers and staff in the Department with accounting duties, administrative support, and secretarial services to provide the delivery of service to ensure effective and efficient daily operation within the Department.

6. NATURE AND SCOPE OF WORK:

- a. undertakes various accounting duties including the reconciliation of various general ledger and sub-ledger accounts, performing general accounting duties and assists in the preparation of annual/quarterly Financial Statements
- b. working with the Manager of Accounting Services, is responsible for the tracking of all Regional District grant applications and ensuring that all documents are completed and filed by the stipulated deadlines.
- c. assumes the duties and responsibility of the other Accounting Clerk I during an absence or as required, and provides assistance to the Accounting Clerk III as required.
- d. is responsible for the administrative support and secretarial services for the Finance Department.

- e. assists in the preparation for various meetings, including making arrangements, providing background materials, assistance with power point presentations, research, agenda preparation and taking minutes.
- f. prepares a variety of documents such as correspondence, reports, forms, bylaws, contracts, and related material from rough drafts, notes, or general instructions.
- g. utilizing a variety of software, manages electronic records and documents, assists with the maintenance of public information records, posts information to the Web, and is responsible for ensuring information is updated and current.
- h. protects the confidential and sensitive nature of Regional District matters, and complies with the need for security of all files and data.
- i. keeps abreast of current matters and issues relative to the work of the Department, and responds to and follows up on inquiries from the public, or seeks appropriate staff to respond.
- j. coordinates with other department staff, on an ongoing basis, to enhance the general efficiency of the office, and with other departmental secretaries to ensure efficiencies of service delivery within FVRD.
- k. performs other duties as assigned, and assists with switchboard relief when requested.

7. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. completion of senior secondary school supplemented by accounting, computer and administration courses, and post secondary courses, plus several years of finance/secretarial experience in a medium to large office, or equivalent combination of education and experience.
- b. knowledge of the general functions of local government and working in the public sector.
- c. experience and proficiency in preparing agendas, and accurately recording complex meeting proceedings and transcribing the minutes, with the ability to compose and report complex decisions and business from the meetings.
- d. excellent administrative and computer skills, with a high level of proficiency with accounting software, Microsoft Office Suite, and the ability to learn new software quickly.

- e. excellent written and verbal communication skills, including a sound knowledge of business English and spelling, the ability to express thoughts and ideas clearly, and write in a clear and concise manner.
- f. excellent interpersonal skills with the ability to establish and maintain effective working relationships and work effectively with a variety of staff, elected officials and members of other agencies or the public.
- g. good organizational skills with the ability to multi-task and problem solve.
- h. must maintain an excellent quality of service and high degree of accuracy in work.
- i. ability to work independently, exercise good judgment and effectively handle conflicting priorities.
- j. ability to handle confidential and sensitive matters with discretion and integrity.
- k. must possess a valid B.C. Driver's License.

8. WORKING CONDITIONS:

This is a Union position under the Master Agreement between the FVRD and the Canadian Union of Public Employees, Local 458. This position is part time and will be required to work approximately 20 hours per week within the regular hours of work (8:30 a.m. - 4:30 p.m., Monday to Friday). If appropriate, a one hour break for lunch will be provided. The incumbent may be required to travel in the performance of duties, and may work overtime as authorized.