



DISTRICT OF PEACHLAND SENIOR ACCOUNTING CLERK

The District of Peachland, a vibrant and growing community of approximately 5,400 located on the shores of Okanagan Lake between Kelowna and Penticton, invites applications for the position of Senior Accounting Clerk.

Reporting to the Director of Finance, this position provides senior level accounting functions, responsible for administration and operation of the tax, utility, financial software administration, payroll and benefit functions.

Duties of the Senior Accounting Clerk relate to a variety of responsibilities, including:

- accounting functions such as reconciliation of general ledger and preparation of journal vouchers
- bank reconciliation
- payroll and benefit administration
- administration and operation of tax and utility functions
- performing collection functions including Tax Sale
- addressing public inquiries relating to municipal financial services
- assisting with rate analysis, budget, financial statements, and year-end audit
- providing instruction, guidance and advice to finance staff in effective accounting practices
- liaise with IT contractor on IT functions
- assists with cemetery administration

A detailed job description is available at www.peachland.ca under careers.

Qualifications

- High School Graduation
- Minimum of 2 years CPA Professional Accounting program
- Canadian Payroll Certification
- Proficiency with financial software application (including Vadim) and excel spreadsheets
- 5 years Municipal accounting experience or an equivalent combination of education, training and experience

This is a CUPE position with the current pay rate of \$34.42 per hour and a benefits package.

Please submit application indicating "Senior Accounting Clerk" by 4:00 p.m. May 26, 2017, to:

Polly Palmer, Director of Corporate Services
District of Peachland
5806 Beach Avenue
Peachland, B.C. V0H 1Z7
Email: careers@peachland.ca

We thank applicants for their interest in the position; however only those applicants selected for an interview will be contacted.