

TITLE: FINANCIAL SERVICES CLERK



Cowichan Bay Waterworks District is an Improvement District incorporated under the “Water Act, 1939” and is governed by a 1946 Letters Patent, the *Local Government Act* and *Community Charter*. The District is committed to providing clean and safe water for all residents.

JOB OVERVIEW

Reporting to the District Administrator, the Financial Services Clerk supports the District Administrator in the delivery of financial and administrative services as they relate to the financial management of the District.

HOURS OF WORK

18-21 hours per week between 8.30 and 4.30 Tuesday, Wednesday and Thursday. The office is open between 9 am and 4 pm, Tuesday, Wednesday and Thursday of each week, excluding statutory holidays.

ACCOUNTABILITIES AND JOB REQUIREMENTS

- Completion of Accounting certificate or diploma offered by public post-secondary educational institution; or other acceptable equivalent courses;
- Experience with Vadim-iCity Municipal software considered an asset;
- Proficiency in Microsoft Word and Excel;
- Minimum two years experience in accounting/finance;
- Reception, customer service and administrative support;
- Good working knowledge of accounting principles and practices relating to billing and accounts receivable, including leaving and following an audit trail;
- Accurate and efficient data entry skills in a detail oriented environment;
- Demonstrated ability to clearly communicate financial information, verbally and in writing;
- Experience analyzing and interpreting financial information and performing adjustments;
- Experience in the application of general financial and administrative policies and procedures;
- Experience maintaining paper and computerized property records, transfer of ownership and associated lawyer liaison;
- Experience maintaining, adjusting, balancing, reconciling financial transactions in an accounts receivable role;
- Experience managing individual performance by setting goals, self evaluation and self correction;
- Experience building effective long-term and on-going relationships with colleagues and ratepayers;
- Demonstrated ability to work cooperatively and productively as part of a team;
- Vacation and leave coverage for District Administrator, Finance Officer and Meter Reader;
- Valid B.C. driver’s license;
- Successful completion of security screening requirements; may include a criminal records check and bonding.

CONDITIONS OF EMPLOYMENT

- Cowichan Bay Waterworks District has a vaccination policy that defines the conditions and expectations for employees regarding vaccination against COVID-19. Among other possible measures, proof of full vaccination will be required. It is a term of acceptance of employment that employees comply with all vaccination requirements as per the policy and any amendments thereto.
- It is a condition of employment that employees sign and comply with an Oath of Employment, District Values and Standards of Conduct.