



## Accounting Clerk II – Accounts Payable

(Regular, Full-Time)

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen (RDOS) covers an area over 10,400 km<sup>2</sup> and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes. Outdoor recreational opportunities are endless throughout the Regional District and residents enjoy a wide array of activities all year long.

The Regional District of Okanagan-Similkameen is currently recruiting for a regular, full-time Accounting Clerk II – Accounts Payable.

Working within the Finance Department, the regular, full-time Accounting Clerk II – Accounts Payable position is responsible for providing financial support services to the organization.

### QUALIFICATIONS

- Secondary school graduation or equivalent.
- A minimum of two years post-secondary education in a recognized accounting program.
- A minimum of two years of experience in a related position working with accounting programs.
- Experience working with the public and providing customer service.
- Ability to maintain confidentiality in dealing with private and sensitive customer information.
- Ability to work on a number of concurrent tasks with deadline pressures.
- Demonstrated computer skills with Microsoft Office Suite. Experience with Vadim accounting software would be considered an asset.
- Ability to pass a criminal record check.

This regular, full-time position is included in the BCGEU bargaining unit. The hourly wage for the position is \$31.96, Paygrade 5, plus an attractive fringe benefits package.

Qualified individuals are invited to submit their applications in pdf format quoting **Competition No. 20-40E** by **4:00 pm, Thursday, November 26, 2020** to:

Human Resources Department  
Regional District of Okanagan-Similkameen  
101 Martin Street, Penticton, BC V2A 5J9  
Tel: 250-492-0237 Fax: 250-492-0063  
Email: [hr@rdos.bc.ca](mailto:hr@rdos.bc.ca)

*We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.*