



Accounting Clerk I (Regular, Part-Time)

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen covers an area over 10,400 km² 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, part-time Accounting Clerk I. The work schedule is Monday to Friday, approximately 24 hours per week.

The Accounting Clerk I is responsible for providing financial support services to the organization.

QUALIFICATIONS:

- Secondary school graduation or equivalent.
- A minimum of one year of post-secondary education in a recognized accounting program.
- A minimum of two years of experience in a related position working with accounting programs.
- Demonstrates ability to work independently and prioritize multiple assigned tasks.
- 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 software would be considered an asset.
- Ability to pass a criminal record check.
- Valid BC Driver's License.

This regular part-time position is included in the BCGEU bargaining unit. The hourly wage for the position is \$30.74 (2021 rate), Pay Grade 4, plus 14.75% in lieu of benefits and pension.

Qualified individuals are invited to submit their PDF applications quoting **Competition No. 20-41E** by **4:00 pm, Monday, December 21, 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

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