



## TOWN OF COMOX

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### **Internal/External Posting** **CASUAL RELIEF ACCOUNTING CLERK I** **TOWN HALL**

The Town of Comox invites applications for the casual Accounting Clerk I position at Town Hall. This is an on-call Union position (CUPE Local 556) with a current rate of pay of \$31.03 per hour plus 12.8% in lieu of vacation and benefits. The successful applicant will be required for vacation replacement, sick leave and extra shifts.

Reporting to the Accountant/Revenue Manager, the casual Accounting Clerk I will support the skilled finance and administration team at Town Hall. The successful candidate will provide customer service for in-person transactions at the counter, handle phone inquiries, and process payments received by mail or electronic funds transfer.

The incumbent should be familiar with reconciling daily cash receipts, preparing bank deposits, and participating in recording property tax transactions and payments received. This casual relief position may provide coverage for accounts receivable (including processing miscellaneous invoices, business license applications, utility and marina billings) as well as coverage for accounts payable (including entering invoices and issuing cheques).

#### **Required Knowledge & Skills:**

- Completion of Grade 12 and a good working knowledge of basic accounting procedures;
- Post-secondary education in the field of accounting is preferred;
- Minimum of two years accounting experience;
- Excellent computer skills, including MS Office (Excel, Word, Outlook);
- Ability to work both independently and collaboratively as a team member to meet deadlines;
- Ability to work well under pressure, exercise considerable judgment and initiative, and manage multiple competing demands at once;
- Ability to act with minimal supervision, discretion, maturity, and absolute confidentiality;
- Outstanding organizational and time management skills; and
- Exceptional written, verbal and interpersonal communication skills.

**A complete job description is available upon request.**

Applications should be directed to the attention of Mr. Geoffrey Kreek, Accountant/Revenue Manager, by email [gkreek@comox.ca](mailto:gkreek@comox.ca) and will be received until **4:30 pm Thursday July 7, 2022.**

*We wish to thank all applicants however only shortlisted candidates will be contacted.*