



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 \$32.28 per hour plus 12.8% in lieu of benefits including vacation and statutory holidays, sick leave and other paid leaves. The successful applicant will be required for vacation replacement, sick leave and extra shifts during peak vacation periods and property tax season.

Reporting to the 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, handling phone inquiries, and processing 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) and accounts payable as needed.

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;
- Exceptional written, verbal and interpersonal communication skills; and
- Current clean criminal record check.

A complete job description is available on the Town's website at www.comox.ca

Applications for this posting will be received until **4:00 pm Monday, March 31st, 2025**. Please submit your resume with cover letter by email to jobs@comox.ca.

Competition 25-03-IE

We wish to thank all applicants for their interest, however, only shortlisted candidates will be contacted.

Dated: March 13, 2025

Tel: 250-339-2202

Fax: 250-339-7110

Email: town@comox.ca

Address:

1809 Beaufort Avenue

Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the traditional territory of the K'ómoks First Nation, the traditional keepers of this land.