



## Accounting Clerk 2

**Posted by:** treh tr

**Posting date:** 19-May-2023      **Closing date:** 08-Jun-2023

**Education:** Graduation

**Language:** English

**Job location:**

**Salary:** \$24.33

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6336086

Expired

### Job description:

In this position, your primary responsibilities include but are not limited to: reconciling the accounting information for the City's asset balances, including cash, investments and accounts receivable, leading the customer invoicing process for all non-standard billing (cost recovery, rent and lease agreements, grants, etc), and coordinating the accounts receivable aging review and collection process. You will also review and assist in the development and implementation of new or revised accounting information procedures.

rnrn

The ideal candidate will be able to work well in an environment of competing priorities, exercise considerable independent judgment and initiative, and have effective time management and organizational skills, while working collaboratively in a team setting.

rnrrn

Completion of grade 12 plus successful completion of at least two years of post-secondary education in a recognized accounting program are required in addition to a minimum of 3 years related work experience in a professional setting. Public sector experience will be considered an asset. An equivalent combination of education, training and experience may be considered.

rnrrn

rnrrn

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on LinkedIn to learn more about how #YouCouldWorkHere too!

rnrrn

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**