



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.

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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.

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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.

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

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