

WE ARE NOW ACCEPTING APPLICATIONS FOR:

Accounting Clerk – Finance

Administrative Level 5

The Finance Department endorses the Lean philosophy and requires all positions to incorporate and promote the process within their functions and duties. This position is responsible for providing expertise in the accounting and clerical work necessary to analyze and balance accounting records including reconciling bank statements, reconciling data in ledger accounts, posting transactions, providing routine financial reports, and helping with the maintenance of the property tax accounts and related files with a high degree of attention to detail. This position is part of a team and is responsible for performing other clerical functions within the department when required, as well as providing excellent customer service to both internal and external customers.

Mandatory Qualifications & Experience

- Grade 12, G.E.D., or Mature High School Diploma;
- Graduate of a recognized Post-Secondary School with a Business Diploma majoring in Accounting or equivalent;
- Minimum of two (2) years' experience in a computerized office environment.

Preferred Qualifications & Experience

- Bank reconciliation experience is an asset.

PLEASE NOTE: Successful Applicant must pass a Criminal Record Check

Competition #220038

Posting Date: March 29, 2022

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca>

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

Applications will be accepted **until 11:59 p.m. on April 12, 2022.**

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

Rate of Pay:

\$26.28 – \$27.36 per hour (2022 rates)

Position Conditions: This full-time permanent position of 36.25 hours per week will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.

If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter.

Serving and Building Community!