



Regional District of Bulkley-Nechako Accounting Clerk I – One-Year Temporary Position

The Regional District of Bulkley-Nechako is seeking applicants for the position of Accounting Clerk I within the Finance Department. This one-year, full-time temporary position is based in Burns Lake, BC. The role operates Monday through Friday, 8:30 am to 4:30 pm (35 hours per week). The starting wage is \$31.71 per hour and is subject to a three-month probationary period.

The successful candidate plays a key role in supporting the financial operations of the Regional District of Bulkley-Nechako. Reporting to the Chief Financial Officer, this position focuses on managing accounts payable while providing support for payroll, accounts receivable, and other financial processes. The role also assists with day-to-day financial matters, year-end preparations, audit support, and compliance with Provincial legislation. The Accounting Clerk I ensures that financial services are delivered efficiently and accurately, contributing to the overall success of the Finance Department.

Responsibilities and Duties:

Accounts Payable Management:

- Petty cash reconciliation.
- Review, verify, and process vendor and supplier invoices.
- Prepare and issue payments for invoices, including checks, wire transfers, and electronic payments.
- Reconcile accounts payable transactions, including monthly supplier statements and discrepancies.
- Enter financial data into the accounting system and maintain an organized filing system.
- Coordinate with vendors to address outstanding invoices, payment inquiries, and resolve issues as they arise.
- Assist with expense reporting and categorize purchases appropriately.
- Maintain accurate and up-to-date records of payments, invoices, and financial transactions.
- Assist in the preparation of financial reports and month-end closing processes related to accounts payable.
- Provide documentation and support for internal and external audits.
- Ensure compliance with RDBN policies, procedures, and relevant regulations regarding accounts payable.

Invoicing and Accounts Receivable Management (*when Accounting Clerk II is unavailable*):

- Prepare and issue invoices.
- Collect and manage accounts receivable.
- Prepares and record bank deposits.



Payroll Administration (*when the Accounting Clerk II is unavailable*):

- Process employee payroll accurately and on time.
- Ensure compliance with government requirements for CPP, EI, and Income Tax.
- Manage WorkSafe BC account including quarterly reporting, premium payments, and incident reporting.
- Administer the Employer Health Tax account, including quarterly remittances and annual reporting.

Administrative Duties:

- Assist Administration staff with reception coverage as needed.
- Assist with day-to-day financial matters, including accounts receivable, invoicing, bank deposits, receipts, petty cash disbursements, and as needed payroll and benefits administration.
- Assist the Chief Financial Officer in fulfilling the statutory duties and powers of Financial Officer as prescribed by the *Local Government Act*.
- Provide support to the Chief Financial Officer.
- Perform other duties as assigned.

Skills and Qualifications:

- Advanced proficiency in spreadsheets and word processing applications.
- Strong technical accounting, analytical and data entry skills.
- Excellent communication and interpersonal skills with an ability to maintain confidentiality.
- Exceptional attention to detail and organizational skills.
- Ability to perform under pressure and meet strict deadlines.
- Knowledge of general accounting principles and practices.
- Basic understanding of tax regulations related to accounts payable processes.
- Demonstrated problem solving abilities and a high degree of accuracy.
- Effective time management skills to prioritize multiple tasks while meeting deadlines.
- Proactive, innovative, and capable of working independently or collaboratively in a team environment.
- Typing proficiency of at least 40 words per minute.
- A valid BC Driver's License.

Education and Experience:

- Demonstrated competency through recent professional development.
- Knowledge of current accounting standards.
- At least one year of financial experience.
- A combination of education and relevant experience in Accounting or Financial Management.



Other Preferred Qualifications and Education:

- Experience using Adagio and Paydirt.
- Canadian Payroll Association Payroll Compliance Practitioner Certification.
- A Diploma or certificate in a related discipline such as Business or Accounting.
- Two years of relevant financial experience.
- Note: A criminal record check may be required as a condition of employment.

Resumes along with a cover letter will be accepted until 4:30 pm, Monday, January 13, 2025, and should be addressed to:

John Illes, Chief Financial Officer

Subject Line: Accounting Clerk I

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0