



DATE OF ISSUE: April 15, 2024

CLOSING DATE: May 3, 2024

Job Title: **Financial Assistant – INTERNAL/EXTERNAL POSTING**
Number of Positions: **One**
Status: **Full Time Term Position (Medical Leave)**
Days/Hours of Work: **35**
Pay: **\$29.02 per hour (plus 13% in lieu of benefits)**

APPLICATIONS MUST BE received by 4:00 p.m. on the closing date. Applications must be complete and include qualifications and experience relevant to this job.

DEPARTMENT/SECTION: Finance

JOB FUNCTION:

Perform the day-to-day processing of accounts payable, accounts receivable, and payroll transactions to ensure that municipal finances are maintained in an effective up-to-date and accurate manner.

KEY DUTIES:

- Preparation and maintenance of payroll and all related reports and documentation.
- Preparation and maintenance of accounts payable.
- Preparation of accounts receivable and related records.
- Preparation of bank deposits
- Month-end reconciliations
- Assists at front counter reception duties as and when required.

KEY SKILLS AND ABILITIES:

- Knowledge of accounts payable, accounts receivable, and maintaining general ledgers.
- Knowledge of payroll functions and procedures.
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- Ability to maintain confidentiality concerning financial and employee files.
- Establish and maintain effective working relationships.

QUALIFICATIONS:

The qualified candidate must be able to learn MAIS (Municipal Accounting Information System) and be proficient with Word and Excel.

EXPERIENCE:

Five years of related experience or an equivalent combination of education and experience. Experience in working in a municipal government environment preferred.

Submit a detailed resume and cover letter to the attention of Rowena Atienza-Paquette, Director of Finance, or email directoroffinance@telkwa.ca or by facsimile to (250) 846-9572 or to the Village Office at P.O. Box 220, 1415 Hankin Avenue, Telkwa, BC, V0J 2X0, **by May 3, 2024.**

A full job description is available at www.telkwa.ca .

The Village of Telkwa thanks all applicants for submitting their resumes; however, only those shortlisted for interviews will be contacted.