



BUILD A CITY. BUILD A FUTURE.



Accounting Clerk 2

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

Scope:

The successful applicant will be reporting to the Contracts and Payment Manager and will be responsible for reviewing, processing, and maintaining a variety of complex and diverse contracts as well as approving payments, monitoring expenditures against budgets and resolving various non-compliance issues,

Responsibilities:

As the Accounting Clerk 2 you will:

- Provide administration of Contract Documents.
- Reviewing compliance with terms and conditions in trade contracts, including any amendments thereto, by reviewing, checking contracts and supporting documentation.
- Working with internal and external parties regarding receipt of contractor applications for payments as provided in the Contract Documents.
- Working with internal and external parties to finalize applications by trade contractors for progress and final payments, including holdbacks.
- Ability to perform recordkeeping functions and prepare related reports.
- Liaises with a variety of internal and external contacts on matters related to contract documents.
- Perform other job related duties as required.

Qualifications:

The Accounting Clerk 2 will possess the following knowledge, skills and abilities:

- A good understanding of accounting practices as they apply to purchasing methods, contract law and related acts and municipal policies and procedures.
- Highly accurate and attentive to detail.
- Able to work effectively in a team environment and provide service to both internal and external customers and members of the public.
- Familiarity with Payment Certificates, Builder's Lien Holdbacks, Defects and Deficiencies Holdbacks and Substantial Completion documentation
- Familiarity with the five types of contract documents that the City uses

You will use your excellent inter-personal skills to represent the City in a professional and courteous manner. You will be required to work independently to understand and address customer requirements



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while maintaining a high level of customer service. You will also be highly organized and have the ability to understand and document business processes.

You have successfully completed Grade 12 supplemented by a minimum of first year level courses leading to a recognized accounting degree. A minimum of five (5) years recent clerical/accounting experience in positions of increasing complexity and responsibility is required.

Other Information:

Pay Grade: 18

Pay Steps	Hourly Rate (2024 Rates)
Step 1	\$34.75
Step 2 (6 months)	\$35.71
Step 3 (18 months)	\$36.72
Step 4 (30 months)	\$37.91

Open Until Filled.