



Casual Finance Clerk

Application Deadline: April 5th, 2024

Located in the scenic Northern Rocky Mountain Trench 185 km north of Prince George, Mackenzie offers superb four-season outdoor recreation opportunities and an exceptional quality of life. Housing costs are among the most affordable in the province. Local recreation amenities include an arena, swimming pool, fitness center, ski hill and large multi-use trail network.

The District of Mackenzie has a casual Finance Clerk employment opportunity in the Finance Department at the Municipal Office. Reporting to the Finance Manager the position will provide general accounting support, in addition to reception and cashier services. The casual Finance Clerk assists with accounts payable, data entry, cash deposits and reconciliation within a computerized accounting system. The position can expect to provide clerical support in a variety of finance related projects as well.

In order to qualify for this position, you will have a post-secondary education in a related field, or an equivalent combination of education and experience. You must have excellent interpersonal skills and be able to tactfully and professionally deal with members of the public and fellow employees. Proficient computer skills and a strong working knowledge of Microsoft Office are necessary. Previous experience working in an office environment, working with accounting software and having accounting experience is desirable.

This is a casual position with flexible hours and the successful candidate can generally expect a minimum of 8 hours per week. The hourly wage for this position is \$27.38. If you feel your education and experience have prepared you for a position such as this, please submit your resume and covering letter detailing your work experience, education, and qualifications to:

District of Mackenzie
Bag 340 – 1 Mackenzie Blvd.
Mackenzie, BC, V0J 2C0
Attention: Wendy Peterson
Email: wendy@districtofmackenzie.ca

The District thanks all interested applicants in advance, however only those short-listed will be contacted.

Applications will be accepted beyond the April 5th, 2024 deadline if no suitable candidate has been selected.