

DEPARTMENT:	Finance	STATUS:	Auxiliary
NO. OF POSITIONS:	up to 2	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week (M-F)*	SALARY:	\$26.35 - \$30.93 plus 12% in lieu of all benefits

The Finance Department is seeking customer service focused and team oriented Finance Clerks to join their team! You will be responsible for front line customer service, cashiering, elementary accounting and moderately complex clerical work and will perform duties related to receiving, recording, balancing and processing receipts for a variety of payments as well as providing information and assistance to the public on inquiries relating to fees, charges, accounts and taxes. In addition, you will maintain databases, produce reports, and may assist in implementing enhancements to computerized systems and mailroom duties. This work involves the use of customized software (Northstar and Tempest) to assist with updating customer information system and billing and adjustments. The Finance Clerks assist with preparing and coordinating meter readings with the City's Meter Readers and will also provide assistance to the Senior Billing Clerk and/or Accounting Clerk-Taxes as required.

If you have the following characteristics and qualifications, we want to hear from you!

- Grade 12 supplemented by commercial and bookkeeping courses and sound related experience in customer service and office administration. Preference may be given to candidates with related municipal experience.
- Considerable knowledge of account classification and cash register operations.
- Sound knowledge of modern office methods and procedures, business English and arithmetic.
- Sound knowledge of the practices and procedures used in the operation of computer systems and office equipment as related to the work performed.
- Strong software skills and the ability to learn new software programs quickly. Experience in using Northstar, JD Edwards and Tempest would be an asset.
- Working knowledge of basic accounting principles and practices.
- Ability to make arithmetic calculations and maintain and balance accounts and ledgers with speed and accuracy.
- Ability to perform a variety of clerical and cashiering tasks with minimal supervision.
- Possess exceptional customer service skills and superior problem solving abilities in order to deal effectively with the public and city staff.
- On occasion, the auxiliary Finance Clerk may be required to fulfill mailroom duties.
- Strong attention to detail and accuracy.
- Ability to pass and maintain a clear Police Information Check.

*These positions are anticipated to work 35 hours per week to help support departments in need of temporary support. Hours per week may be adjusted due to operational requirements.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by November 5 2021 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #21-141**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*