



New Westminister Police Department

Clerk 3 – Finance & Administration

DEPARTMENT:	<i>Administration Division</i>	STATUS:	<i>Full-time</i>
NO. OF POSITIONS:	<i>One</i>	UNION:	<i>CUPE Local 387</i>
HOURS OF WORK:	<i>35 hours per week</i>	SALARY:	<i>\$52,121 - \$61,252 (2021 rate) per year plus benefits</i>
CAREER CENTRE:	<i>https://www.nwpolice.org/join-nwpc/civilian/</i>		

A career in Finance and Administration within the New Westminister Police Department (NWPd), will give you the opportunity to provide finance and administrative support to NWPd employees. You'll focus on the processing of accounts payable, employee expenses, providing payroll support and coordinating and formatting policy documents.

The NWPd is a mid-sized police department, with over 200 employees. We are committed to having a professional, diverse, inclusive, healthy and supportive workplace that promotes employee equity, wellness and fulfillment. We are a team of hard-working, friendly people who are focused on doing really good work and serving our community.

The purpose-driven work you'll be part of

As the Clerk 3, you'll work as part of a team of problem solvers, helping to ensure cost containment, and accurate finance and payroll record keeping. Responsibilities include but are not limited to:

- Process a variety of accounts payable transactions; review, calculate, verify, and code all invoices in accordance with NWPd policies.
- Follow up with vendors and any outstanding invoices to ensure payments are received.
- Audit invoices and requests for payment for accuracy, and send for authorization.
- Assist with timekeeping entries and the maintenance of personnel data and files.
- Input and audit time sheets for civilian auxiliary staff.
- Coordinate, process, proofread and format policy and procedure documents as directed using NWPd templates.
- Create and issue internal documents to notify staff of changes in staffing, policy and procedures.
- Process recovery of funds, e.g. auction funds.
- Assist with the reparation and tracking of purchase orders.
- Backfill the Administrative Assistant (payroll) during their absence.
- Other related administrative duties and responsibilities as assigned.

What you'll bring to this role

You will have experience and success in many of the following areas:

- You have considerable knowledge and experience related to accounts payable.
- You have sound knowledge and experience of payroll and timekeeping functions.
- You support and promote a diverse, inclusive, healthy and engaging workplace.
- You have excellent communication skills, and can demonstrate strong organizational skills.
- You can demonstrate exceptional attention to detail - check own and others' work to identify and correct inaccuracies and inconsistencies.
- You have the ability to build and maintain effective working relations with a variety of internal and external contacts and provide information and assistance as required.



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- You can work as part of a team or individually with minimal supervision, regularly act on own initiative.
- You have the ability to prioritize multiple responsibilities, and demonstrate flexibility.
- You have the ability to understand, interpret and apply rules, policies and collective agreements to payroll functions.
- You have the ability to prepare and maintain a variety of records related to the work performed.
- You are skilled in the use of Microsoft Office software – Word, Excel, and Outlook and Adobe Acrobat.
- Preference for those who bring knowledge of the JDE Enterprise system, Kronos Workforce software, and InTime Solutions.
- You are able to obtain and maintain a security clearance.

What we can offer you

- Supportive leaders and co-workers who care about you and your family's health and wellness.
- Competitive salary, municipal pension plan, vacation, earned time off programs, learning and development reimbursement, maternity leave top up to 17 weeks at 95%, sick leave plan, comprehensive extended health and dental benefits, access to an onsite fitness facility, transit subsidy, and an employee & family assistance program.
- Centrally located in the lower mainland of British Columbia.
- A work environment that gives you the ability to connect one-on-one with our police officers, co-workers and senior leadership team.

Together we will

Work professionally and collaboratively to achieve our goals. We will support you in your role as you provide assistance in finance and administrative work and exemplify our values by serving everyone in our community with integrity, excellence and compassion. If you find meaning in purpose-led work, and want to help us make a difference in our community, we invite you to apply to this opportunity.

To apply for this position please visit our career centre at <https://www.nwpolice.org/join-nwpd/civilian/>

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 unsurrendered 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.