



EXTERNAL JOB POSTING ACCOUNTING CLERK I – RECEPTIONIST/CASHIER

Posting #: 21-26
Status: Casual - employed at an hourly rate on an intermittent basis
Department: Finance
Hours of Work: 8 am – 4 pm
Wage: \$30.14 per hour (2021 rates)

The City of Parksville is an active community of urban professionals, families with young children, and retirees who have chosen to live in our community for a quality of life and the region's inspiring natural environment. Nestled on Vancouver Island's east coast, 13,000 residents call Parksville home. We are committed to being the city of choice for ourselves, our employees and future generations to come.

The City is seeking qualified applicants to work peak periods during March, June and October as well as other times as required to meet operational demands.

Job Summary:

Incumbents in this customer service position will have a variety of general reception and cashier duties of moderate complexity. Tasks include responding to enquiries about property taxes, utilities, bus passes and dog licences; directing enquiries to other City departments; clerical support to the Finance department; balancing cash and bank deposits; and basic accounting.

Required Qualifications:

One (1) year post-secondary accounting, business or office management program.
Valid Class 5 BC Drivers Licence and good driving record.
Minimum of one (1) year of experience in a municipal finance setting or similar.

Preferred Qualifications:

Experience with Tempest is an asset

See job description for full details.

This is a CUPE Local 401 Position.

Interested candidates are invited to submit a cover letter and resume to HR@parksville.ca with posting # and position title in the subject line by 4 pm Friday, November 5, 2021.

The City of Parksville thanks you for your interest and regrets that only candidates selected for an interview will be contacted.