



## ACCOUNTING CLERK PERMANENT FULL TIME

The Village of Burns Lake is currently seeking an experienced Accounting Clerk to be part of a dynamic and fast-paced local government organization.

Reporting to the Director of Finance, the Accounting Clerk is responsible for performing tasks related to the Village's financial services. Financial work involves payroll, accounts payable, accounts receivable, property taxes, grant reporting, business licences, utilities, and other related financial tasks.

The successful candidate will possess an Accounting or Bookkeeping Diploma or equivalent experience and education. Municipal experience, as well as, knowledge of Vadim or similar accounting software, will be considered an asset. Strong interpersonal, verbal and written communication skills, along with a high level of competence in general office procedures, are essential. The candidate should be proficient in the use of Microsoft Office and excel.

If you have what we're looking for and enjoy working in a fast-paced environment with a group of dedicated employees, we would like to hear from you. **Please submit a cover letter and detailed resume to the mailing address, email address or fax number below by 10:00am, Thursday July 29, 2021.**

By Mail:                      Subject Line: Accounting Clerk  
Village of Burns Lake  
PO Box 570  
Burns Lake, BC V0J 1E0  
Attention: Sheryl Worthing, CAO

By E-mail:                      Subject Line: Accounting Clerk  
village@burnslake.ca

By Fax:                              Subject Line: Accounting Clerk  
250-692-3059

We thank you for your interest in seeking employment with the Village of Burns Lake and advise that only those shortlisted for an interview will be contacted.