



# TEMPORARY FULL-TIME GENERAL LEDGER CLERK

(Competition 23-107)

## Position Overview

The City of Nanaimo is seeking a temporary full-time General Ledger Clerk. Under the direction of the Manager, Accounting Services, the incumbent is responsible for the timely processing of invoices and journal entries, ensuring all source documents conform to City policies and procedures, reconciliation of general ledger accounts, distribution of accounts payable cheques, records management, and other duties as assigned.

## Qualifications

Applicants must have successfully completed three introductory accounting/finance courses at a recognized College or University (equivalent to ACCT 100 (Financial Accounting I) and ACCT 201 (Financial Accounting II) and FNCE 130 (Intro to Finance) at VIU). A minimum of 2 years' related experience is required. An equivalent combination of education and experience may be considered.

## Additional Information

This is a unionized position. \$34.21 - \$36.00 per hour (Jan 2023 Rate), based on a 35 hour work week. It is anticipated that this vacancy will be up to 14 months in duration.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing the specific competition 23-107.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.

## Discover What's Possible

The City of Nanaimo is a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

### Posting Date

Thursday, December 7, 2023

### Application Deadline

Open until filled

### Contact Information

Human Resources  
City of Nanaimo  
2<sup>nd</sup> Floor, 455 Wallace Street  
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