



City of Greenwood

202 S. Government Ave.
PO Box 129
Greenwood, BC V0H 1J0

The City of Greenwood provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career?

The City of Greenwood is seeking self-motivated professionals for our Finance Department.

TEMPORARY FINANCE CLERK (1 Position)
FULL-TIME (3–6 month term)

Department: Municipal Finance

Duties: See attached Job Description

Required

Qualifications: See attached Job Description

Rate of Pay: \$27.00 - \$32.00 per hour

Hours of Work: 35 hours per week – Preferred start date – September 8, 2025
Regular hours of work are Monday to Friday, 7 hours each day.
A modified schedule will be necessary when operationally required.

Union: N/A

Benefits: N/A

Reporting To: Chief Financial Officer

This job posting will remain open until 4:00 PM August 29, 2025. For further information please contact Brooke McCourt, Corporate Officer at 250-445-6644; corporate@greenwoodcity.ca.

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a **WORD** or **PDF** format to:

Brooke McCourt, Corporate Officer, City Hall, 201 Government Avenue
Greenwood, BC V0H 1J0

Email: corporate@greenwoodcity.ca ; Ph: 250.445.6644

We wish to thank all applicants however only shortlisted candidates will be contacted.



POSITION DESCRIPTION

TITLE: FINANCE CLERK

DEPARTMENT: MUNICIPAL FINANCE

CATEGORY: TEMPORARY POSTION

GENERAL ACCOUNTABILITY

The Financial Clerk is responsible for ensuring that the financial and accounting records of the City of Greenwood are accurately maintained in accordance with the City's policies, procedures, bylaws and accounting best practices. The Financial Clerk also provides support to the Chief Financial Officer and Chief Administrative Officer. In addition to the duties herein, the Financial Clerk may be required from time to time to perform the duties of the Front Desk Receptionist.

PRIMARY DUTIES AND ACCOUNTABILITIES

Under the direction of the Chief Financial Officer:

Without restricting the general nature and scope of the work, the following are illustrative examples of the duties which may be expected of the Financial Clerk. The main areas of responsibility include:

- Process records for accounts payable, utilities, licenses, taxes, tolls and fees, accounts receivable and payroll;
- Utilize sound accounting practices and analytical skills in researching and providing recommendations on a wide variety of technical issues;
- Maintain running bank balance, arrange transfers and subsequent reconciliation;
- Maintain investment accounts including the calculation of interest, applicable general ledger account distribution, and related cash flow records;
- Maintain the City's UBCM PIM system account (agreements, projects, claims, payment processing, annual expenditure reports and organizational information);
- Maintain the City's account on the Province's Local Government Information System;
- Provide ongoing support and assistance whenever needed within the finance department;
- Assist the Chief Financial Officer with budget preparation, accounting and year end procedures for joint programs;
- Prepares GST/HST entries ensuring timely and accurate reporting and remitting;
- Technical accounting assistance to the Chief Financial Officer;
- Locate and correct accounting errors in expense distributions and computer data;
- Computer operation, including data input, account analysis, spreadsheets, databases and word processing;
- Assist with obtaining needed software support and assistance with payroll and HR software;
- Configuring new or amended earnings or deduction items in payroll system;
- Verifying new employees and changes in employee information are properly entered to the payroll system;
- Reconciling employee and employer paid benefits (extended health, dental, insurance and disability) to amounts recorded in the payroll system and to T4s;
- Preparing payroll with Records of Employment;



POSITION DESCRIPTION

- Reporting and remitting all payroll withholdings;
- Reconciling earnings and payroll remittances, preparing T4 and T4As and responding to PIER reports as required;
- Administer Work Safe BC account including all reporting (quarterly and year-end reports) and remitting plus completing other forms as required related to workplace injuries, reconciling recoveries from Work Safe BC to payroll system and employees' T4s;
- Administer the Municipal Pension Plan required reporting (with each payroll and at year-end), remitting payments and all related reconciliations;
- Assist other personnel as may be required to support them in the completion of their work activities;
- Documents financial procedures as required;
- Maintain files on a variety of documents related to accounting such as purchase orders, cheque requisitions, cheques, invoices, billings, receipts etc.;
- Provide ongoing support and advice to various departments related to sound accounting practices;
- Answer public inquiries relating to municipal accounts;
- As required, prepare and maintain the correspondence of the finance department;
- Ensure compliance with sound business and accounting practices and procedures;
- Greet visitors to the City Hall, supply general information and refer them to the appropriated department;
- Monitors property taxes receivable, reconciles taxes receivable sub-ledger to the general ledger, issuing property tax notices, issuance of reminder notices, and posting property tax adjustments;
- Assists in the administration and reporting on Provincial Homeowner Grant and Property Tax Deferment programs, including providing support to taxpayers on these programs;
- Tracks stores inventory and related reporting and reconciliation;
- Annually updates the utility exceptions (properties not billed the standard annual fees of one unit for water, sewer and garbage);
- Records property tax transactions including homeowner grant applications, property tax deferrals, and payments received from mortgage companies or through electronic funds transfer;
- Assists in the year-end procedures, working papers, and other related duties;
- May act as cashier and provides customer service as required;
- Perform other related duties as requested.



POSITION DESCRIPTION

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. Minimum grade 12.
2. Eligibility for RCMP security clearance.
3. Three years diverse work experience in accounting; and
4. Completion of two years toward a recognized accounting designation (CMA, CGA, or CA) or equivalent.

Preferred Education:

5. Commitment to continue studies to attain level 3 and 4 in a recognized accounting designation (CMA, CGA or CA) or equivalent;
6. Experience in supervising employees; and
7. Minimum 1+ years' experience in working in local government and/or 3+ year experience in a medium to large corporation with minimum 1 million dollar annual budget.