

Village of Lytton

Senior Accounting Clerk

Regular Full Time (\$29.13/hour - \$30.05/hour – 2022 Rates)

The Village of Lytton is located on the traditional territory of the Nlaka'pamux peoples situated at the junction of the Thompson and Fraser Rivers. The community and region enjoy a dynamic area-based economy as the gateway to the Stein Valley Nlaka'pamux Provincial Park and to outdoor rafting operators and organic farm producers. To learn more about the Village of Lytton visit www.Lytton.ca.

The Senior Accounting Clerk performs varied clerical work of moderate complexity dealing with cash, accounts receivables, account payables, as well as processes and maintains accounting information relating to the functions of the Finance Department. The Accounting Clerk reports to the Chief Financial Officer and is responsible for the preparation of invoices for payment, payroll input and reconciliation, and producing and maintaining financial information. Working within established guidelines, the incumbent exercises some independence of judgment and refers difficult or unusual problems to the Chief Financial Officer. The Senior Accounting Clerk also assists in the training of other clerks within Finance Department.

The ideal candidate will possess the following:

- Diploma in Business Administration, with a focus on accounting and a minimum of 3 years' relevant experience or equivalent.
- Excellent communication (verbal and written), interpersonal, and customer service skills are required.
- Knowledge of and ability to use various computer word processing, spreadsheet and accounting software.
- Experience working in an accounting position in a local government environment.

This position is represented by CUPE Local 900. Initially you will work remotely, once the municipal office is established and accommodations are available you will be required to work in the office located in the Village.

For more information, please refer to the job description by visiting <https://lytton.ca/>

If your qualifications and experience align with our needs, we want to hear from you! Please apply in confidence attention: **Chief Administrative Officer at cao@lytton.ca by 4:00 pm on May 20, 2022** (include a cover letter and resume).