



Delta Police Department

## Accounting-Administrative Assistant

<b>Posting #:</b> C119-06	<b>Posting Date:</b> April 10, 2019	<b>Closing Date:</b> April 17, 2019	
<b>Affiliation:</b> CUPE	<b>Status:</b> Regular Full Time	<b>Salary:</b> PG 17 \$27.45 - \$32.25 / hour	<b>Hours:</b> 35 Mon – Fri 0800 – 1600

### **Nature and Scope of Work:**

Reporting to the Finance Manager, the incumbent is responsible for a variety of accounting, clerical and administrative work. Responsibilities include but are not limited to: processing accounts receivable and accounts payable transactions; reviewing all Delta Police employee time sheets for accuracy and coordinating the delivery of timesheets to payroll; and receiving varied cash and cheque payments for a variety of accounts and services.

### **Required Knowledge, Skills and Abilities:**

- Considerable knowledge of spreadsheet and word processing applications and procedures used in receiving, recording, and balancing cash and receipts.
- Sound knowledge of rules, regulations and procedures applicable to accounting operations and methods used in accounts payable and accounts receivable transactions in a public sector environment.
- Ability to coordinate and prepare for processing of bi-weekly payrolls for all police department employees to ensure that remuneration claims are in accordance with applicable collective agreements, and to review payroll postings and submit adjustments for errors.
- Working knowledge of double entry bookkeeping methods and procedures.
- Ability to process for posting a variety of accounts receivable and accounts payable transactions, balance and review the posting of a variety of items to subsidiary ledger accounts, and to prepare a variety of journal entries and assign accounting codes as required.
- Ability to receive varied cash and cheque payments at counter or by mail for a variety of accounts and services and to balance and record cash transactions.
- Ability to answer enquiries regarding a variety of payroll matters, accounts receivables and payables, charges, services, fees, billings and other related matters.
- Ability to prepare and maintain a variety of records and files related to the work performed.
- Ability to initiate clerical procedures with minimum supervision, to exercise sound judgement and make decisions in accordance with applicable rules, regulations and policies.
- Ability to establish and maintain effective working relationships and to deal tactfully with a variety of internal and external contacts.

### **Desirable Training and Experience:**

Completion of Grade 12 including or supplemented by bookkeeping and basic accounting courses, plus sound related experience; OR an equivalent combination of training and experience.

### **Required Licenses, Certificates and Registrations:**

None

*Security clearance is required and will be maintained throughout employment.*

**Recruiting Process:** Applicants will be required to submit a cover letter & resume (demonstrating skill set and experience), complete a series of test questions, and participate in a panel interview. Details to follow.

**How to Apply:** Resume and cover letter for this position must be submitted to **Katie Pokorna, Human Resources Assistant, by 1630 via E-Mail: [kpokorna@deltapolice.ca](mailto:kpokorna@deltapolice.ca)** on the **closing date indicated above**. When applying for this position, please quote the posting number.