



Delta Police Department

Accounting-Administrative Assistant (Payroll)

Posting #: C119-21		Posting Date: September 25, 2019		Closing Date: October 2, 2019	
Affiliation: CUPE	Status: Temporary Full Time (TFT) <i>Coverage to approx. Spring 2020 or indefinite</i>	Salary: PG 17 \$27.45 - \$32.25 / hour	Hours: 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: reviewing all Delta Police employee time sheets for accuracy and coordinating the delivery of timesheets to payroll; processing accounts receivable and accounts payable transactions; and receiving payments for a variety of accounts and services.

Required Knowledge, Skills and Abilities:

- 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.
- Knowledge of spreadsheet and word processing applications and procedures used in receiving, recording, and balancing receipts.
- General 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 process for posting a variety of accounts receivable and accounts payable transactions.
- Ability to answer enquiries regarding a variety of payroll matters, accounts receivables and payables, 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 on the **closing date indicated above**. When applying for this position, please quote the posting number.