



Village of Chase

Employment Opportunity

Temporary Employment Opportunity – Full-Time Accounting Assistant – Finance and Payroll Services Clerk

A temporary full-time employment opportunity exists at the Village of Chase for an Accounting Assistant – Finance and Payroll Service Clerk, to perform various finance clerk functions. Tasks include but are not limited to:

- Processes payroll for all employees, processes remuneration and stipend payments for Council and Fire department volunteers
- Codes and processes accounts payable invoices, reconciles statements from vendors
- Provides front counter and reception assistance
- Other duties as assigned

Being a position within the Bargaining Unit, and in compliance with Article 11 of the Collective Agreement between the Village of Chase and the Canadian Union of Public Employees (CUPE) Local 900, this notice is being provided to all Village of Chase Bargaining Unit staff.

The successful candidate:

- Will have a minimum of two years' work experience in an accounting position, with experience processing unionized payroll and accounts payable
- Will have completed Grade 12 or equivalent
- Must be confident, flexible, and able to multi-task
- Must be able to deal tactfully with the public and elected officials
- Must be able to handle changing priorities and manage time and tasks effectively
- Must maintain an excellent quality of service and high degree of accuracy in their work

The wage for this position is \$29.60 per hour plus 14% in-lieu of benefits. The hours of work are 8:30 a.m. to 4:30 p.m., with one hour for lunch. This position will be required for approximately 6 weeks, beginning June 3rd, 2024 and ending approximately July 15, 2024. This position may be terminated early or extended, if necessary.

Please submit your cover letter and resume to Deb Lovin, CFO by email to cfo@chasebc.ca, by mail to PO Box 440, Chase, BC V0E 1M0 or in person at 826 Okanagan Avenue, Chase, BC before May 24, 2024, 4:30 pm.

Dated this 9th day of May, 2024