



Accounting Clerk II (Utility Billing)

Finance

The Accounting Clerk II - Utility Accounts performs various accounting duties of a relatively complex nature for the Regional District Okanagan Similkameen and the Okanagan-Similkameen Regional Hospital District. In performing these duties, the Accounting Clerk, must access confidential customer and employee information and continuously safeguard this information by maintaining confidentiality in all aspects of their role.

The role involves preparing, reviewing and collecting account receivables: utility billings (water, sewer, and curbside garbage/recycling) for approximately 8,500 utility accounts, creating over 15,000 invoices annually as well as annual statements on delinquent accounts as required. Other duties include: preparing and providing accurate utility search information, providing detailed reporting for the GIS department, preparing reports/ mailing lists as requested, trace client payments and update addresses, identify client issues, complaints, and implement customer service options, and responding to phone and e-mail inquiries on utility accounts in a timely manner. The incumbent is also required to provide fleet booking information for staff and schedule maintenance and cleaning for in-house vehicles. The position also shares cash receipting duties.

Qualifications:

- Grade 12 supplemented by college-level courses in accounting and/or bookkeeping (6 - 12 months)
- Must have experience with all facets of computerized accounting programs (preferably Vadim), Excel and Word.
- Considerable knowledge of RDOS bylaws as they relate to the Finance Department.
- Keyboard accuracy is essential.
- Minimum of five years' office experience in a computerized environment.
- Ability to interact in a tactful, professional manner particularly when dealing with contentious issues and/or hostile individuals.
- Ability to work with minimum supervision on a number of concurrent tasks with deadline pressures.
- Must be able to prioritize, organize, and meet deadlines.
- Class 5 B.C. Driver's License

This regular, full-time position is included in the BCGEU bargaining unit. Wages for the position are Pay Grade 5 \$28.64 (2014 rate) per hour.

Please forward a resume including a cover letter before **4:30 p.m., January 10, 2014.**

Human Resources Department
Regional District Okanagan-Similkameen
101 Martin Street, Penticton
V2A 5J9
Email: hr@rdos.bc.ca

We wish to thank all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted.