

WE'RE HIRING!



ACCOUNTING CLERK I

EMPLOYMENT STATUS: Part-time (22.5 hours per week)

EMPLOYEE GROUP: Bargaining Unit

WAGE RATE: \$33.11 per hour

POSTING DATE: May 8, 2025

INTERNAL / EXTERNAL CLOSING DATE: May 22, 2025

POSTING: P#2025-05

The Town of Gibsons is seeking a detail-oriented and organized professional to join our Finance Team as an **Accounting Clerk I**. This position is responsible for processing accounts payable and receivable while supporting payroll and other accounting functions in a team-focused, municipal environment.

The Accounting Clerk I reports to the Manager of Financial Services and is responsible for a variety of tasks in support of the successful and efficient operation of the finance department. This includes ensuring compliance with the Town's purchasing policy and following up on discrepancies, as needed.

Managing monthly reports, posting journal entries, audit preparation and responding to finance-related inquiries from staff and external contacts will require basic accounting knowledge and experience working in a computerized environment with various systems. To support the administration of payroll and benefits, the successful incumbent will be familiar with payroll processing, including related benefits, regulations, and procedures.

Located at the south end of the Sunshine Coast, just north of Vancouver, Gibsons is a picturesque community of just under five thousand people. Gibsons is an award-winning municipality that boasts a blend of water and land activities, spectacular views, beaches and parks, and a deep sense of community.

On the job, you'll enjoy a supportive work culture surrounded by people who are committed to delivering excellent service to the community of Gibsons. In your down time, Gibsons' coastal climate, arts and culture, outdoor recreation, and laid-back lifestyle will provide plentiful opportunities to recharge and engage in all that the beautiful Sunshine Coast has to offer.

This is an excellent opportunity to live and work in a unique and distinctive municipality well known for its leadership in natural asset management. [Click here](#) to learn more about how the Town is recognized world-wide for its approach to natural asset management.

Come join our highly dedicated and skilled team and build your career on the ocean's edge of the beautiful Sunshine Coast!

EDUCATION, QUALIFICATIONS AND EXPERIENCE

- Completion of Grade Twelve or equivalent.
- Minimum two (2) years' experience with computer payroll systems or equivalent combination of training and experience.
- Basic accounting courses or equivalent combination of training and experience in a computerized environment.
- Previous experience using Microsoft Office Applications at a basic level, including Excel and Word.

SUMMARY OF KEY COMPETENCIES AND ABILITIES

- Familiarity with payroll processing, including related benefits, regulations, and procedures.
- Basic knowledge of fundamental accounting theory and practice.
- Ability to interpret and apply payroll details in alignment with the Collective Agreement.
- Proven ability to follow established procedures, work under pressure, and meet deadlines.
- Accurate keyboarding and proficient use of standard office equipment.
- Professional, cooperative communicator with the general public, government agencies, staff and department managers.

HOW TO APPLY

Interested candidates who meet the required qualifications for this role, should submit their resume with cover letter via email to HR@gibsons.ca.

The job description for this position, which includes further information about this position is available on the Town of Gibsons website at www.gibsons.ca/employment-opportunities.

Internal applicants, please advise your manager about your intent to apply prior to submitting your application.

