

## Accounting Technician

Regular, Full-time

\$33.88 to \$37.02 per hour

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Would you like to be part of a dynamic, fast paced, award winning local government organization? A team that prides itself on providing cost effective local government services for local residents? Do you have the right attitude, qualifications, and superior people skills for the job? If so, the City of Langford invites you to apply for our Accounting Technician position with the Finance Department!

As one of our Accounting Technicians, you will support and process municipal accounts payable, accounts receivable, property taxes and other clerical and routine accounting functions. You may also provide backup support for Payroll processing, as required.

Our ideal candidate will be a detail-oriented customer service specialist who thrives in a small team environment. Candidates should have a post-secondary certificate or diploma in Business Administration, Local Government Administration, or related, and three (3) years' related experience preferably in a local government environment (or an equivalent combination).

Other qualifications for this position include:

- Excellent interpersonal and communication skills with the ability to deal with customers in a professional manner
- Working knowledge of the operations and functions of a Municipal Finance Department and other City Departments
- Demonstrated skills in preparing, interpreting, and analyzing financial information
- Strong computer skills in Microsoft Office products, particularly word and Excel, with experience working with financial database software (Microsoft Dynamics/Diamond and Papersave would be considered an asset) and electronic cash receipting systems

For full details on responsibilities and qualifications, please refer to the attached position description. The salary range offered for this full-time position is \$33.88 to \$37.02 per hour (currently under review) plus an excellent benefits package including one of Canada's top pension plans, and a 35-hour modified work week schedule with flex days.

To apply, please submit your resume and cover letter by email to [careers@langford.ca](mailto:careers@langford.ca) (identify the position you are applying for in the subject line of your e-mail). **Applications will be accepted until noon on January 24, 2022.**

*We thank all applicants for their interest. Only those selected for interviews will be contacted.*