



Alberni-Clayoquot Regional District Employment Opportunity

Accounting Clerk Permanent Full-Time

The Alberni-Clayoquot Regional District (ACRD) is accepting applications for a permanent full-time Accounting Clerk. Under the direction of the Manager of Financial Services, this position performs the day-to-day accounting operations; processing accounts payable, accounts receivable, cash receipting and utility bill transactions for the ACRD. The position works collectively with all employees of the ACRD to ensure the delivery of efficient, quality services.

A copy of the job description and qualifications for this position can be viewed on the Regional District's website at www.acrd.bc.ca/jobs.

This is a CUPE Local 118 position. The rate of pay is \$37.62 per hour (2024 rates). Qualified applicants are invited to forward their application by 4:30 pm on Monday, March 24, 2025, to:

Shane Koren, Manager of Financial Services
Alberni-Clayoquot Regional District
E-mail: recruitment@acrd.bc.ca

Please submit your application (cover letter and resume) as ONE pdf document only.

We thank all applicants in advance for their interest, however; only those under consideration will be contacted.