



# ACCOUNTING ASSISTANT

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**COMPETITION: #2290-50007156**

**SECTION:** Financial Services, Support Services Division  
**STATUS:** Temporary full-time  
**DURATION:** Approximately six months, and may be extended or reduced for operational reasons or circumstances that could not be foreseen at time of posting  
**HOURS OF WORK:** Monday to Thursday, 8:00 a.m. to 5:00 p.m.  
Four-day compressed work week  
**SALARY:** Pay Grade 17 - \$29.13 to \$34.23 per hour  
**COMPETITION END DATE:** Wednesday, July 27, 2022

Responsible for processing, reconciling, and entering all documents related to travel, training, advances, travel claims, and follow-up work.

## ESSENTIAL DUTIES

- Processes, reconciles, and enters data pertaining to all documents related to travel and training
- Issues, tracks, reconciles, and manages travel authorization numbers and related travel cards, including credit cards, phone cards, and other prepaid or direct charge cards
- Acts as a site coordinator to facilitate the use and control over the VPD's Executive team travel and discreet corporate credit cards, including the review, validation, and reconciliation of monthly credit card statements
- Assists with the development, update, and enforcement of travel-related policies and procedures
- Provides travel assistance to members including liaising with travel agents
- Processes invoices for recovery of costs related to travel claims
- Checks and processes police expense disbursements and other related accounts payable expenses
- Manages, reconciles, and processes all cash and cheques related to travel
- Maintains master files for various travel-related logs and prepares annual statements
- Prepares and reconciles travel accounts and other travel-related information for periodic, monthly, and year-end audits and reporting
- Collects, prepares, and reconciles all travel information for periodic and year-end reporting purposes
- Assists with the review and analysis of specific accounts and generates spreadsheets, financial information, and reports as required
- Compiles Statement of Financial Information (SOFI)
- Provides back-up relief for other account clerks in the Finance Section
- Performs other related duties and responsibilities as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES

### Required:

- Excel Level 2 and Word
- Ability to work with a high attention to detail and deal with on-going and routine interruptions
- Ability to work with minimum supervision, initiate clerical procedures, exercise sound judgement, and make decisions in accordance with applicable rules, regulations, and policies
- Exceptional organizational skills with the ability to multitask and complete assigned tasks efficiently and effectively
- Excellent numerical skills with the ability to make arithmetic calculations with speed and accuracy
- Ability to establish and maintain effective working relationships in a team environment



**Preferred:**

- Experience using SAP (financial module) or other ERP systems
- Working knowledge of the City of Vancouver travel policies
- Working knowledge of online credit card systems
- Working knowledge of travel reservation and ticketing systems

**EXPERIENCE**

- Minimum of one year, or recent relevant experience, working in an accounting or finance function

**EDUCATION**

**Required:**

- Grade 12
- OR courses in introduction to accounting and/or bookkeeping at a recognized post-secondary institution

**Preferred:**

- Completion of a post-secondary accounting or finance program

**OTHER REQUIREMENTS**

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required.

**SELECTION PROCESS**

Candidates will be required to achieve 70% on a written test in order to move forward to the interview stage.

- The test will account for 60% of the overall score
- The interview will account for 40% of the overall score

**NOTE: This position falls under the jurisdiction of Teamsters Local 31.**

Applicants should submit a cover letter and resume via email to [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca) by 4:30 p.m. of the closing date. **The competition number must be indicated in the subject line of the email.**