



FINANCE CLERK III

COMPETITION: # 23136-50175230

SECTION: Financial Services Section
STATUS: Temporary part-time
DURATION: Approximately six months, which may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting
HOURS OF WORK: Tuesday-Wednesday - 7:00 a.m. to 3:00 p.m.
Thursday - 7:00 a.m. to 2:00 p.m. (depending on workload)
SALARY: Pay Grade 17 - \$29.13 to \$34.23 per hour
COMPETITION END DATE: Thursday, November 16, 2023

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
- Exceptional 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 or enrolment in 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 overall score
- The interview will account for 40% of overall score

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

Applicants should submit a resume via email by 4:30 p.m. on the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email vpd.civilian.jobs@vpd.ca.