



ACCOUNTS RECEIVABLE CLERK V TEMPORARY PART-TIME

The Cariboo Regional District invites qualified applicants to apply for the temporary part-time position of Accounts Receivable Clerk V located in Williams Lake, BC. The term of this position will conclude March 2028.

Position Summary: Reporting to the Manager of Financial Services, the Accounts Receivable Clerk V is responsible for the full-cycle accounts receivable function including invoicing, processing payments, and maintaining customer accounts. The incumbent provides a wide variety of accounting and clerical support in a fast-paced environment. This position will be interchangeable with the Accounts Payable Clerk in order to provide services to the Finance Department and assistance to the Financial Accountant as necessary.

Education, Experience, and Qualifications Required:

- Minimum of five (5) years of experience in accounts receivable or a related accounting role.
- Diploma or certificate in accounting or finance from a recognized post-secondary institution is preferred.
- Solid understanding of basic accounting principles.
- Proficiency in Microsoft Office with superior skills in Excel.
- Proficiency with medium sized accounting software. Vadim or similar municipal accounting software is preferred.

Wage: This is a temporary part-time BCGEU position. The current rate of pay is \$37.29 per hour plus \$1.50 in lieu of benefits, 6% vacation pay and 4.8% statutory holiday pay. A standard probationary period based on an aggregate of hours equaling 60 working days does apply.

Work Site Location: The successful candidate will operate out of the Cariboo Regional District office located at Suite D, 180 Third Avenue North, Williams Lake, BC.

Hours of Work: This position works Tuesday through Thursday 8:00 am – 4:30 pm 3 days per week (22.5 hours per week), with a 60-minute unpaid break and may be required to cover vacation for the full-time Accounts Payable Clerk V.

Qualified candidates wishing to apply and looking for a detailed job description, please visit www.cariboord.ca/careers. Applications will be accepted until **4:00 p.m., October 19, 2026**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-24.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.

Bernice Crowe, Manager of Human Resources
Cariboo Regional District
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www.cariboord.ca/careers

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