



District of Lantzville  
**Employment Opportunities**  
**Closing Date: 4:00 pm, Wednesday May 22, 2019**

Lantzville, located between Nanaimo and Parksville on Vancouver Island, is home to approximately 3,600 residents. Lantzville is a vibrant and dynamic community known for its small rural community atmosphere. This is a perfect opportunity to live and work by the sea in one of the most desirable settings on Vancouver Island. The District of Lantzville has immediate openings for:

1. **Administrative Assistant** – One Regular Full-time (Competition No. 2019-02)  
Reporting to the Director of Corporate Administration, primary responsibilities include, but are not limited to providing multi-faceted services to external and internal customers, primarily general reception and front counter customer service, including accepting payments, in addition to general clerical and administrative support for management. Qualifications include strong communication and computer use skills, along with one year of post-secondary education in business or office administration and at least two accounting courses as recognized by CPA Canada. At least two years' experience in a municipal government reception, office clerk or equivalent positions and one years' customer service and cash handling experience is required, or a combination of training and experience.  
Current shift is 8:00 am to 4:00 pm, Monday to Friday (35 hours per week). This position has been concurrently posted internally.  
Rate of pay: \$26.48 (probationary period-455 hours worked) to \$27.87 per hour (2019 rate)
2. **Accounting Clerk** – Casual On-call (Competition No. 2019-03)  
Reporting to the Director of Financial Services, primary responsibilities include, but are not limited to a variety of accounting functions in the finance department, including payroll, accounts payable, accounts receivable, utility billings, property taxation, and general ledger maintenance, financial reporting, and special projects. Qualifications include strong skills and proficiency in the use of word processing and spreadsheet programs, along with a minimum of four accounting courses as recognized by CPA Canada. At least two years of comprehensive accounting experience including knowledge of financial reporting systems is required. Applicants with municipal and/or payroll experience will be given preference.  
Hours and days of work will vary and are strictly dependent on the needs of the District.  
Rate of pay: \$27.87 per hour (2019 rate)

Terms and conditions of employment are covered by the Collective Agreement between CUPE Local 401 and the District of Lantzville. Successful candidates will be required to supply a criminal record check. Visit [www.lantzville.ca](http://www.lantzville.ca) for more information about these opportunities, including duties and qualifications. Applicants are invited to submit their resume with cover letter and copies of certificate(s), in confidence, quoting the opening and competition number, by 4:00 p.m. Wednesday, May 22, 2019 to:

Trudy Coates, Director of Corporate Administration  
District of Lantzville  
PO Box 100, 7192 Lantzville Road  
Lantzville, BC V0R 2H0  
E-mail: [tcoates@lantzville.ca](mailto:tcoates@lantzville.ca)

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*



## **JOB DESCRIPTION**

**POSITION: Administrative Assistant**

**DEPARTMENT: Administration**

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### **SUMMARY:**

This regular, full-time position, reporting to the Director of Corporate Administration, provides multi-faceted services to external and internal customers. The primary role of the Administrative Assistant is to provide general reception and front counter customer service, in addition to general clerical and administrative support for the Director of Corporate Administration, Director of Public Works, and the Fire Chief.

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### **DUTIES AND RESPONSIBILITIES:**

- Provides customer service as Municipal Hall receptionist answering telephone, in-person and email inquiries and complaints including but not limited to accepting payments, processing permits and applications, providing general information and assistance and referring other requests to the appropriate Department or individual.
- Provides a diverse range of clerical and administrative support to the Director of Corporate Administration, Director of Public Works, and Fire Chief, including: drafts a variety of records, maintains indexes, performs routine clerical work, data entry, photocopies, and conducts research.
- Processes and responds to service requests for programs such as park use bookings, streetlight repair (reporting to BC Hydro), Memorial Tree and Bench program, meter replacement and rebate programs, e.g. low flush toilet rebate.
- Assists Department Heads by receiving applications, forwarding and drafting routine correspondence for the signature of the Department Head, as requested, e.g. for the Director of Public Works for water leak adjustment requests.
- Performs routine office functions including collecting and processing incoming and outgoing mail and courier deliveries, scheduling appointments and meetings, posting notices, ordering office supplies, coordinating photocopier maintenance, and photocopying, maintaining and filing records.
- Assists the Director of Corporate Administration with corporate communications, maintenance of web content, posts notices, assists with publishing and distributing the monthly Community Update newsletter, etc..
- Provides assistance to the Director of Financial Services by accepting payments and assisting the Accounting Clerk with mailings for utility bills and property tax notices, as required.
- Assists the Chief Administrative Officer with special projects or assignments, as requested.

- Assists the Director of Planning with correspondence, e.g. preparing notification lists for land use and development applications, and public consultations and sending out notifications and invitations.
- Provides relief support for the Accounting Clerk position(s), as required by the Director of Financial Services.
- Other duties, as required.
- Required to adhere to all WorkSafe BC regulations and any unsafe conditions are to be reported to the employee's supervisor immediately.
- All persons employed with the District of Lantzville will be required to assist the District in providing emergency services. Duties assigned during an emergency may be different from regular duties.

**EMPLOYER DOCUMENTS REQUIRED:**

**ESSENTIAL:**

- Performance appraisals will be performed six and twelve months.

**SUPERVISION RECEIVED AND EXERCISED:**

**Immediate Supervisor:** Director of Corporate Administration

**Positions directly supervised by this position:** N/A

**REQUIRED EDUCATION, KNOWLEDGE, ABILITIES, SKILLS AND SUITABILITY:**

**ESSENTIAL:**

**Education:**

- High-school diploma or equivalent plus one year of post-secondary education in business or office administration.
- At least two accounting and finance courses at a University or College recognized by CPA Canada.

**Experience:**

- Minimum of two years' experience in a municipal government reception, office clerk or equivalent position.
- Minimum of one years' customer service and cash-handling experience.
- Windows office suite (Excel, Word, Access, Outlook), Publisher, and website content management software.

OR an equivalent combination of training and experience.

**Skills:**

- Strong verbal and written communication and computer use skills, including proficient in the use of word processing and spreadsheet programs.
- Keyboarding speed of 50+ wpm accompanied by a high degree of accuracy and attention to detail.
- Strong multi-tasking and organizational skills and detail oriented.
- Demonstrated friendly, courteous and professional customer service skills.

**Knowledge:**

- Knowledge of and ability to implement safe work practices and the requirements of the regulatory agencies.
- Knowledge of municipal operations.
- Knowledge of municipal systems and procedures for processing payments, records management and filing, processing of documents, contract tracking, etc.

**Abilities:**

- Ability to communicate, both verbally and in writing, tactfully, respectfully and effectively with other staff, management, elected officials and the general public.
- Ability to establish and maintain effective working relationships with internal and external contacts.
- Ability to learn new computer skills and new methods of carrying out work, as required.
- Ability to determine priorities, plan job tasks and organize work area.
- An excellent team player.

**Licences/Certificates:**

- Valid BC Class 5 Driver’s Licence.
- Occupational First Aid Level I or recognized equivalent.
- Pass and maintain Criminal Record clearance.

**JOB DESCRIPTION APPROVAL AND DESIGNATION**

- Full-Time:
- Part-Time:
- Permanent:
- Temporary:
- Casual:

*ORIGINAL SIGNED*

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Signature  
Chief Administrative Officer: Ronald Campbell

Effective Date: April 29, 2019



## **JOB DESCRIPTION**

**POSITION: Accounting Clerk**

**DEPARTMENT: Finance**

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### **SUMMARY:**

This is a permanent, full-time position in the Finance department, reporting to the Director of Financial Services.

The Accounting Clerk performs a variety of financial and administrative functions to accurately record and report transactions in the District's financial and accounting systems, such as: bank reconciliations, accounts payable, accounts receivable, payroll, utility billings, general ledger maintenance, financial report preparation, property tax administration, and tax report filings.

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### **DUTIES AND RESPONSIBILITIES:**

The following duties will be shared by the Accounting Clerk positions at the District of Lantzville and will include but are not limited to:

- Payroll – accurate processing of all payroll transactions for employees, Council, and volunteer firefighters in accordance with payroll legislation and contracts
- Accounts Payable – processing and monitoring of all accounts payable transactions in accordance with District of Lantzville purchasing and finance policies
- Accounts Receivable – generates invoices and supporting documentation, maintains accounts receivable transactions and collections
- Utility Billings – issues quarterly utility billings in accordance with user rate bylaws, administers and records leak adjustments, and responds to utility billing inquiries
- Back up and Support – assists the Administrative Assistant with front counter inquiries, coverage during absences, telephone inquiries, payment processing, and daily cash procedures
- Coverage – provides relief coverage for the other Accounting Clerk position(s)
- Bank Reconciliations and General Ledger Maintenance - prepares monthly bank reconciliations on a timely basis, posts general ledger transactions, adjusting entries, and completes month end closing processes
- Capital Asset Ledger Maintenance – monitors additions and disposals of the District's capital assets, prepares amortization calculations and maintains tangible capital asset schedule
- Asset Management - maintains asset attribute information (e.g. estimated useful life and replacement costs), and assists the Director of Financial Services with asset management report creation and analysis

- Property Taxation – assists the Director of Financial Services with the entire administration of the property tax process including issuing property tax notices, reconciling BC Assessment information in the financial accounting system, reconciling all property tax and deferral accounts, posting interest and penalties, and communicating with the Province of BC
- Financial Reporting – assists the Director of Financial Services with the preparation of regular and adhoc internal and external reporting, including the Annual Financial Statements and related workpapers, Statement of Financial Information, Annual Municipal Report, Climate Action Reporting and Gas Tax Reporting
- Five Year Financial Plan – assists the Director of Financial Services with the preparation, analyses and reporting required for the annual financial planning process
- Projects – assists with special project work or financial information requests that may be assigned periodically by the Director of Financial Services or the Chief Administrative Officer
- Performs general office duties, including processing documents for mailing, taking documents to the Post Office and picking up mail daily
- Other duties, as required
- Required to adhere to all Work safe BC regulations and any unsafe conditions are to be reported to the employee’s supervisor immediately.
- All persons employed with the District of Lantzville will be required to assist the District in providing emergency services. Duties assigned during an emergency may be different from regular duties

**EMPLOYER DOCUMENTS REQUIRED:**

**ESSENTIAL:**

- Performance appraisals will be performed every six and twelve months

**SUPERVISION RECEIVED AND EXERCISED:**

**Immediate Supervisor:** Director of Financial Services

**Positions directly supervised by this position:** N/A - None

**REQUIRED EDUCATION, KNOWLEDGE, ABILITIES, SKILLS AND SUITABILITY:**

**ESSENTIAL:**

**Education:**

- High-school diploma or equivalent
- At least four accounting and finance courses from a University or College recognized by CPA Canada

- Experience:**
- Minimum of two years' experience in a finance clerk position or equivalent position with another municipality
  - Demonstrated experience with computerized financial reporting systems
  - Minimum of two years' experience in payroll including benefit administration, or accounting/bookkeeping

- Skills:**
- Strong computer skills and proficiency in the use of word processing and spreadsheet programs (Excel, Word, Outlook)
  - Ability to organize work priorities, meet deadlines, and maintain confidentiality

- Knowledge:**
- Knowledge of and ability to implement safe work practices and the requirements of the regulatory agencies.
  - Knowledge of municipal financial systems and reporting requirements

- Abilities:**
- Able to deal tactfully, respectfully and effectively with other staff, management, elected officials and the general public
  - Ability to establish and maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively, both verbally and in writing.
  - Willingness to learn and adapt to changes in technology, policy, and procedure
  - An excellent team player with a focus on customer service

- Licenses/Certificates:**
- Valid BC Class 5 Driver's Licence
  - Pass and maintain Criminal Record clearance

**DESIRABLE:**

- Education:**
- Bachelor's Degree with a Major in Finance / Accounting, or equivalent of second year completion of a recognized accounting program (CPA, CA, CGA, CMA)

**JOB DESCRIPTION APPROVAL AND DESIGNATION**

- Full-Time:**   
**Part-Time:**   
**Permanent:**   
**Temporary:**   
**Casual:**

*ORIGINAL SIGNED*

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 Signature  
 Chief Administrative Officer: Ronald Campbell

Effective Date: April 29, 2019