



District of Lantzville

Employment Opportunity - Accounting Clerk

Competition No. 2025-06 Closing Date: 4:00 pm, Friday, May 23, 2025

Lantzville, located between Nanaimo and Parksville on Vancouver Island, is home to approximately 3,800 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 is currently seeking a regular full-time Accounting Clerk, reporting to the Director of Financial Services. Primary responsibilities may include, but are not limited to, a variety of accounting functions in the financial services department, including payroll, accounts payable, accounts receivable, utility billings, property taxation, and general ledger maintenance, reconciliations, and special projects.

Qualifications include strong skills and proficiency in the use of Microsoft Office (Excel and Word), along with accounting courses. 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.

This position has been concurrently posted internally. Current shift is 35 hours per week, 8:00 am to 4:00 pm Monday to Friday, except holidays. Rate of pay: \$33.23 (probationary period-455 hours worked) to \$34.98 per hour (2025 rate). Terms and conditions of employment are covered by the Collective Agreement between CUPE Local 401 and the District of Lantzville. Successful candidate will be required to supply a criminal record check. Visit lantzville.ca for more information (job description) about this opportunity. Applicants are invited to submit their resume with cover letter and copies of certificate(s), in confidence, quoting "Accounting Clerk-Competition No. 2025-06", by 4:00 pm Friday, May 23, 2025, to:

Delcy Wells, Director of Corporate Administration
District of Lantzville
PO Box 100, 7192 Lantzville Road
Lantzville, BC V0R 2H0
E-mail: dwells@lantzville.ca

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.
This role is restricted to those legally entitled to work in Canada.*

*Website & Bulletin Board: May 2, 2025
CivicInfo: May 2, 2025*

File: 2790.20.ACRFT 2025-06

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