



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/03/29

Accounting/Court/Registry Clerk

Job ID	87-6F-DF-76-7D-CD	
Web Address	https://careers.indigenous.link/viewjob?jobname=87-6F-DF-76-7D-CD	
Company	BC Ministry of Attorney General	
Location	Prince Rupert, British Columbia	
Date Posted	From: 2020-05-20	To: 2020-06-07
Job	Type: Full-time	Category: Office
Languages	English	

Description

BC Ministry of Attorney General

Prince Rupert

Accounting/Court/Registry Clerk

\$47,814.12 - \$54,069.03 annually plus \$38.87 bi-weekly isolation allowance

An excellent opportunity to contribute to the administration of justice in a fast paced, challenging and diverse legal environment

Court Services Branch is responsible for the delivery of all court administration services in BC. These consist of registry, trial support and Sheriff Services for all levels of court. The Registry provides the infrastructure to process documents that are required by the court to ensure timely and effective processing of court cases and support to the justice system. The Accounting/Court/Registry Clerk is responsible for receipt, account and preparation for deposit of funds that are to be held in trust pending disposition by the court, as well as disbursement of these funds. The position will be responsible for the receipt, account and preparation for deposit of court revenue, as well as maintaining and updating receivable information on the ARC (Accounts Receivable and Collection) system.

If you are a skilled administrator seeking a rewarding role in a fast-paced environment, we look forward to your application.

The BC Public Service is committed to creating a diverse workplace to represent the population we serve and to better meet the needs of our citizens. Consider joining our team and being part of an innovative, inclusive and rewarding workplace.

Qualifications for this role include:

• Secondary school graduation or equivalent (GED)

• Combination of one year of clerical experience, education and/or training in a cashier/accounting environment

• Experience/training in keyboarding, data entry, word processing, internet and other standard computer applications

• Experience/training in control and security of public monies and accounting documents in a Court Services Environment is preferred

How to Apply

For more information and to apply online by June 7, 2020, please go to:

<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/69376>