



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: 2024/05/08

Court/Registry/Accounting Clerk

Job ID	AF-1F-20-11-E9-68	
Web Address	https://careers.indigenous.link/viewjob?jobname=AF-1F-20-11-E9-68	
Company	Ministry of Attorney General	
Location	Prince Rupert, British Columbia	
Date Posted	From: 2019-04-24	To: 2019-05-16
Job	Type: Full-time	Category: Office
Languages	English	

Description

Ministry of Attorney General

Prince Rupert

Court/Registry/Accounting Clerk

\$46,876.47 - \$53,008.76 annually effective April 14, 2019 plus a Bi-weekly Isolation Allowance of \$38.87

This is a temporary opportunity until December 31, 2019. This appointment may be extended or shortened, dependent on operational requirements.

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.

As the Court/Registry/Accounting Clerk, you are 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. You will be responsible for the receipt, account and preparation for deposit of court revenue, as well as maintains and updates receivable information on the ARC (Accounts Receivable and Collection) system.

With over 200 different occupations available in 280 communities across the province, we offer exciting opportunities for your career. Come be a part of the BC Public Service, a Top 100 Employer that embraces diversity, health and career growth. For more information, please see What We Offer. 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:

• Grade 12 or equivalent.

• 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 compute applications

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

How to Apply

For more information and to apply online by May 16, 2019, please go to:

<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/60008>

Attention: only applications submitted through the BC Public Service's employment website (see link above) will be accepted