

JOB POSTING

POSITION:	Accountant CUPE 118
TERM:	Permanent, Full-Time
DEPARTMENT:	Finance
WORK LOCATION:	Municipal Office (On-Site)
HOURS OF WORK:	Monday to Friday, 8:00 AM – 4:30 PM
RATE OF PAY:	\$44.00 per hour
POSTING DATE:	October 19, 2026
CLOSING DATE:	November 2, 2026
POSITION START DATE:	Immediately

Job Summary

The Accountant contributes to the effective operation of the Finance department and the District of Ucluelet through the analysis and maintenance of tangible capital assets, long-term debt, reserves funds, preparation of a variety of financial reports including the annual year-end financial statements, and grant administration. This position will also perform monthly bank reconciliations and support the preparation of the five-year financial plan and capital plan.

Please refer to the attached job description.

How To Apply:

Applicants meeting the above qualifications may apply by sending a cover letter & resume in one (1) PDF document, including three (3) relevant references.

To: Human Resources Department
Email: careers@ucluelet.ca
Office: 200 Main Street, Ucluelet BC
Mail: District of Ucluelet, Box 999, Ucluelet, BC V0R 3A0

Only applications received before the position close date will be considered. The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted. Thank you.