



PEACE RIVER
REGIONAL DISTRICT

Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

October 23, 2025

Application Deadline

November 7, 2025 at 4:00 pm

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District
Human Resources
hrprrd@prrd.bc.ca
P. 250-784-1167

Casual Finance Clerk

Casual, Permanent Position

Position Overview

The Peace River Regional District invites applications from professionals with Finance experience to fill a casual on call Finance Clerk position at the Dawson Creek office. Work will be assigned on an as-needed basis to assist with coverage for staff absences.

Reporting to the Chief Financial Officer or designate, the Finance Clerk will perform a variety of financial duties associated with the Finance Department. There are four primary functions that perform their primary roles, plus undertake other duties as assigned in Accounts Receivable, Accounts Payable and General Finance.

Qualifications

- High School Graduation with a minimum of one (1) year formal training and up to two (2) years' experience, or four (4) to five (5) years' experience in similar position.
- Working knowledge of computers, financial software and expertise with Excel is a prerequisite.
- A valid Class 5 Drivers' Licence must be maintained.

Additional Information

When called in the hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

The rate of pay for this union position is \$32.27/hr, plus 14% in lieu of benefits.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

www.prrd.bc.ca