

Clerk In Accounting

Posted By: Government Of Saskatchewan

Location: Regina

Salary: \$\$26.00-\$32.59 Per Hour

JOB ID : RJ3024933

Posting Date : 24-Feb-2026

Expiry date : 23-Aug-2026

Education : Diploma in Accounting

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Location

_ 110 Henderson Drive, Regina, SK

Job Overview

- **Role:** Accounting Clerk
- **Pay:** \$26.00 to \$32.59 per hour

- **Location:** Regina, SK
- **Status:** Full-time, Permanent (includes one day off every two weeks)

What You Will Do

In short, you will handle the day-to-day money tasks for the Ministry. Your main duties include:

- **Paperwork:** Preparing payment requests and recording financial entries.
- **Banking & Cash:** Managing who has bank access and looking after "petty cash" (small cash funds).
- **Contracts & Buying:** Keeping track of contracts and helping with the process of buying goods or services for the ministry.
- **Court Payments:** Handling payments and money coming out of the Provincial Court and the Court of King's Bench.
- **Following Rules:** Making sure all financial tasks follow the law and ministry rules to prevent mistakes or fraud.

Who They Are Looking For

The Ministry wants someone who is fast, organized, and good with numbers. You should have:

- **Technical Skills:** Knowledge of basic bookkeeping, auditing, and how to use Excel and Word.
- **Work Style:** The ability to stay calm and accurate when things get busy or deadlines are tight.
- **Education:** Usually, a diploma in accounting or administration plus some work experience (though a mix of other education and experience may be accepted).

Key Benefits of the Role

- **Growth:** You'll get experience in many different areas of accounting.
- **Unique Exposure:** You will learn exactly how the court systems and the legal side of the government handle money.

A Note on Diversity & Statistics

The posting mentions a preference for **Visible Minority Persons**. In Saskatchewan, according to recent 2021 Census data, visible minorities make up approximately 13.9% of the total population. These hiring preferences are part of the government's "Employment Equity" program, which aims to ensure the public service reflects the diversity of the community it serves.

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