



Clerk in Accounting

Posted by: Government of Saskatchewan

Posting date: 24-Feb-2026 **Closing date:** 23-Aug-2026

Education: Diploma in Accounting

Language: English

Job location: Regina

Salary: \$\$26.00–\$32.59 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ3926970

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.**
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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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