

# Careers

## Accounting Assistant (3 vacancies)



### It all adds up!

The City of Kelowna has an opportunity for you! We are looking for an Accounting Assistant to join our Financial Services Division. An Accounting Assistant can cover many different areas: accounts payable, accounts receivable, revenue transactions (including property tax, utilities, parking, transit, etc.), journal entries, reconciliations, analysis, payroll, internal and external customer service (in-person, phone, email), project support and various other duties. The successful applicant will be flexible to handle a range of accounting activities and provide excellent customer service.

### Qualifications

- Minimum of 6 months recent, relevant accounting experience
- Excellent communication skills & attention to detail
- Computer literacy with multi-tasking and data entry skills
- A minimum of 3 courses recognized by CPA, one of which is in Accounting or Finance

*Please note: candidates with greater experience may be considered, even without the educational experience*

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate starting from \$28.32 per hour plus employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

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For further information or to apply, please check our website at [www.kelowna.ca/careers](http://www.kelowna.ca/careers)

Applications must be received by end of day **February 27, 2024**

*Applicants not contacted within three weeks of the closing date are thanked for their interest*