



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

Finance Support Staff

The Finance Department is looking for Auxiliary/Casual **Finance Support Staff** to work from May to August, 2024 at our City Hall in Delta. Duties include cash handling, reconciling records and other administrative and financial support. An incumbent will possess the ability to deal effectively and courteously with the public as well as perform other duties as required.

Incumbents must be available to work flexible shifts

Qualifications:

- Grade 12 supplemented by finance or accounting courses (or equivalent)
- Typing Speed - minimum 45 wpm
- Microsoft Word Processing & Excel at an Intermediate level
- Experience as a cashier, clerical/administrative support, or receptionist in an office environment would be an asset
- Excellent customer service experience, demonstrated through employment history
- Knowledge and experience with financial or accounting systems would be an asset

City of Delta provides a competitive salary of \$25.93 per hour plus 12% in lieu of benefits. Interested applicants are requested to apply online at www.delta.ca/employment quoting competition number **24-89 EX** by **March 15, 2024**.

The City of Delta's Covid-19 Vaccination policy has been suspended, however, we reserve the right to reinstate it in response to changes in the public health landscape, including public health orders. We are committed to the protection, health, and safety of our employees and our community, and our Communicable Disease Plan and related protocols remain in place.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.