



# FINANCE CLERK

## UTILITY BILLING AND PROPERTY TAX

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

### What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the 2023 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

### Summarized Position Responsibilities:

The Utility Billing and Property Tax Clerk works in the Finance Department, with direction from the Revenue Coordinator and alongside five other revenue staff members. The position entails a large amount of customer service, responding to emails and phone calls from our residents regarding their property tax and utility accounts and bills, which can require investigative and troubleshooting skills. A high level of attention to detail is needed for making changes and adjustments to customer accounts, along with a variety of other data entry and administrative responsibilities. The position provides back up to the cashier as well as assists the other revenue positions as needed.

### Our Ideal Candidate:

- Completion of 2 years of recognized accounting program
- Minimum of 2 years experience in a related position
- Ability to obtain and maintain a Police Information Check
- Experience with Vadim software (Preferred)
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, Excel)
- Aptitude for working with numbers / arithmetic calculations
- Ability to operate a calculator with speed and accuracy
- High attention to detail
- Good organizational skills, with the ability to plan and prioritize effectively
- Strong customer service skills
- Some secretarial / clerical abilities and skills

**Applications are accepted online at [westkelownacity.ca/jobs](https://westkelownacity.ca/jobs).** We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

**Competition No. 24-26E, Closes June 24, 2024**

**Full Time – Permanent | 35 hrs/wk | \$35.12/hr**

**Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years**

**Human Resources Department**

**2760 Cameron Road, West Kelowna, BC V1Z 2T6**

**[westkelownacity.ca/jobs](https://westkelownacity.ca/jobs) | 778-797-1000**