

## **Finance Clerk - RCMP (Permanent, Full-Time) - 1418**

### **Close Date**

August 11, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### **Position Overview**

An exciting opportunity exists for a permanent, full-time Finance Clerk – Community and Protective Services with the City of Kamloops! This position is responsible for reconciling MasterCard statements, processing invoices for payment, and performing various accounting duties to support the RCMP. This position also works in conjunction with the RCMP accounts receivable clerk and the City's finance team. Work involves data entry and clerical work necessary for financial accounting, auditing records, and financial reporting for the Kamloops RCMP detachment, including inventory control, assisting with purchasing, and answering financial related inquiries. If this sounds like a career that interests you, apply today!

Make a positive impact on the community. You can feel a sense of pride as you enjoy the lifestyle Kamloops offers because you are part of creating and sustaining it. Being a City of Kamloops employee allows you to take advantage of employee well-being programs that include support for mental well-being and physical health through onsite gyms and a Wellness Works program that focuses on this critical corporate building block.

The successful candidate must have the following qualifications:

1. Completion of one year of post-secondary education in a business or accounting focused program that includes completion of at least one accounting course.
2. Proficient in basic Word and basic Excel as demonstrated through testing (70% pass rate required).
3. Demonstrated typing speed of 30 net words per minute.
4. Minimum one-year previous finance experience that includes accounting functions.
5. Valid BC Driver's Licence - Class 5.
6. Ability to obtain and maintain an RCMP Secret security clearance. Please note, if you are unable to obtain or maintain an RCMP Secret security clearance, your employment with the City will be terminated (To be considered for an RCMP Secret Security Clearance, applicants must be a Canadian citizen or have Permanent Resident status in Canada. Note individuals with Permanent Resident status must have resided (physically present) in Canada for three (3) out of the last five (5) years as a permanent resident).

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. This position includes a comprehensive benefits package.

### **Hourly Rate**

\$35.423

**Hours & Days of Work**

Monday – Friday:

7:30 AM – 4:00 PM (every third Friday off)

This position is being hired under a Modified Schedule

**Hours per Week**

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).