

Careers

Infrastructure Accounting Assistant - 2 year term



It all adds up!

The City of Kelowna has an opportunity for you! Our dynamic team provides financial support for the City's Infrastructure business units. Within this team, the 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 1 year of 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

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 \$29.46 per hour plus 14% in lieu of benefits.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **November 13, 2024**.

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