



# FINANCE CLERK

## ACCOUNTS PAYABLE

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 Finance Clerk is responsible for managing various financial and administrative tasks within the accounts payable function. This includes processing vendor invoices, cheque requests, utility bills, and expense claims while ensuring accuracy and compliance with the City of West Kelowna's Purchasing Policy. The role involves maintaining signing authority documentation, verifying vendor accounts, and processing EFT payments, cheques, and wire transfers in a timely and authorized manner. Additionally, the position requires updating vendor files, running month-end accounts payable reports, and performing tasks such as scanning invoices and reconciling payable control account.

The position also provides excellent customer service, handling inquiries, and supporting the onboarding of new team members. All duties must be carried out confidentially and in accordance with safety regulations and work procedures. Other related duties may be assigned as necessary.

### Our Ideal Candidate:

- Completion of 2 years of recognized accounting program
- Minimum of 2 years of experience in a related position
- Ability to obtain and maintain a Police Information Check
- Experience with Vadim software is preferred and demonstrated computer skills in Microsoft Office
- Aptitude for working with numbers/arithmetic calculations
- Ability to operate a calculator with speed and accuracy
- Good organizational skills, with the ability to plan and prioritize effectively
- Strong customer service skills and high attention to detail
- Ability to work independently or as part of a team

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. 24-59E | Opens December 18, 2024 | Closes January 20, 2025**

**Full Time – Permanent | 35 hrs/wk | \$36.88/hr**

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