



New Westminister Police Department

JOB POSTING Clerk 3 – Finance & Administration Temporary Full-Time

We are looking for a team player who demonstrates excellent organizational skills, loves working with the details, and takes great satisfaction in managing a variety of administrative tasks.

The NWPD is a mid-sized police department with over 200 employees. We are committed to having a professional and supportive workplace promoting employee equity, wellness, and fulfillment. We are a hard-working and welcoming team focused on doing great work and serving our community.

What your key role will be

As the Clerk 3, you will be responsible for the processing of accounts payable, employee expenses, providing payroll support, as well as coordinating and formatting policy documents. As a member of our team of problem solvers, you will help to ensure cost containment, and accurate finance and payroll record keeping. Responsibilities include but are not limited to:

Financial Services Support: You'll perform a wide range of administrative and finance functions; including processing a variety of accounts payable transactions; review, calculate, verify, code and enter invoices in accordance with NWPD policies.

Administrative and Payroll Support: You'll assist with timekeeping entries and the maintenance of personnel data and files, including input and audit of time sheets. You will backfill for the Administrative Assistant (Payroll) during their absence.

Attention to Detail: You'll be happiest when working with the details that support the bigger picture and you take great pride in rolling up your sleeves to get even the smallest of tasks done.

Adaptability: You'll have the ability to adapt to and manage multiple tasks in a fast-paced environment, including the ability to demonstrate flexibility.

Communication: You'll have excellent written and oral communication skills as well as the ability to convey information clearly and simply. As well, you are an active listener who ensures you understand directions and information.

Team Player: You'll genuinely enjoy engaging with your teammates to get the work done. You believe in the importance of building and maintaining strong working relationships.

Time Management: You'll manage your time and resources to ensure work is completed efficiently and with minimal supervision. You'll be checking off your checklist for the deadlines you meet and the tasks you complete.



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What you bring to this role

You will have experience and success *in many* of the following areas:

- You have completed Grade 12
- You have considerable knowledge and experience related to accounts payable
- You have top-notch payroll and timekeeping skills
- You have experience working in an office environment and providing support to a team
- You are motivated, compassionate, and empathetic with a genuine desire to help others
- You support and promote a diverse, inclusive, and healthy workplace
- You are skilled in the use of Microsoft Office software – Word, Excel, Outlook, and Adobe Acrobat
- You are confident working with (or learning) JDE Enterprise system, Kronos Workforce software and InTime Solutions
- You can navigate your role while exercising considerable confidentiality, tact, and diplomacy
- You can pass and maintain a security clearance, including a background check and polygraph

What we can offer you

- An exciting and challenging career
- Competitive salary and municipal pension plan
- Vacation time to foster a flexible work-life balance
- Option to select one of the following work week schedules: Compressed work week (4 days), Standard work week (5 days), or Standard work week plus Compressed Day Off bank
- Opportunity to work a hybrid work schedule
- Comprehensive extended health and dental benefits, group life insurance, employee and family assistance program, sick leave plan, and maternity leave top up to 6 weeks at 95%
- Access to onsite fitness facility, free staff parking, and transit subsidy
- Supportive leaders and co-workers who care about you and your family's health and wellness
- Centrally located in the lower mainland of British Columbia
- One block away from Columbia Skytrain Station
- A work environment giving you the ability to connect one-on-one with our staff, including police officers, civilian members, and senior leadership team

What we'll accomplish together

As a civilian member, working within a police department is a career like no other. It brings excitement, variety, and a challenge. The person you are, the work you will do, and the role you will play in this organization matters. You will become part of the NWPDP family and join our group of diverse and talented people who truly want to make a difference.

If you are excited and curious to learn more about this opportunity, please apply – we would love to hear from you!

Job Title: Clerk 3 – Finance & Administration

Employment Status: Temporary Full-Time until approximately August 2026

Keeping New Westminister Safe and Secure
www.nwpolice.org



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Application Deadline: January 22, 2025 at 8:00am

Number of Positions: One

Union: CUPE Local 387

Department: Finance Services, NWPD

Salary: \$58,348 to \$68,557 per year plus benefits, pro-rated

Hours of Work: 35 hours per week. We offer flexibility to participate in the earned time off program or compressed work week as well as the option to work a hybrid schedule once training and the probation period are successfully completed

Career Centre: <https://nwpd.bamboohr.com/careers>

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminister is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those with Canadian Citizenship or Permanent Residency in Canada.