

Careers

Administrative Clerk – Financial Services
(18-month term appointment)



Do you have a passion for working in Public Service?

Join our Financial Services team and make a difference! The Administrative Clerk provides clerical and administrative support, including direct communication with the public and various clients. Other duties include financial document coordination, document tracking, data entry, and other related responsibilities. If you have a keen eye for detail, computer proficiency, strong teamwork and excellent communication and customer service skills, this is the job for you!

Qualifications

Candidates need High School graduation or equivalent, relevant experience, and a minimum typing speed of 45 wpm (testing is required).

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 at \$29.46 per hour plus 14% in lieu of benefits, vacation and statutory holidays. The position has a confirmed term of 12 months but may be extended to 18 months.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

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

Applications must be received by end of day **March 18, 2025**.

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