

Finance Technician (Temporary, Full-Time) - 1619

Close Date: May 11, 2025

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

If you are a detail-oriented finance professional with a passion for working with data, please keep reading! Our Financial Services Division at the City of Kamloops is looking for a Finance Technician to join our team of dedicated professionals.

As a Finance Technician your primary responsibilities are to perform skilled accounting and clerical tasks that require a high level of attention to detail and organizational skills. Some of the required functions include preparing journal entries, verifying records and identifying and investigating discrepancies, balancing and reconciling, receiving, posting, and balancing payments, preparing bank deposits, and answering inquiries from other employees and external stakeholders. Due to the nature of the work, you must be able to maintain the confidentiality of information and records and deal tactfully and diplomatically with the public and members of staff in sensitive issues. If this sounds like an appealing opportunity to you, apply today!

The City of Kamloops is in the heart of BC's interior and provides an affordable lifestyle with an opportunity to 'live and play' in the same community. This lifestyle is possible because of the community size (short or no commute), the relative affordability (compared to Vancouver, Victoria and Toronto) and the proximity of world-class recreation (Sun Peaks, bike parks, lakes and campsites, recreation facilities, Tournament Capital Centre).

The successful candidate must have the following qualifications:

1. Completion of a minimum of 45 credits of a business-focused degree from an accredited university or post-secondary institution, including the completion of a management accounting course and a financial accounting course.
2. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing. (70% required to pass)
3. Minimum one year's previous accounting experience that includes ensuring compliance with policies and procedures and working with electronic applications and software programs.
4. Proficient in advanced alphanumeric data entry as demonstrated through testing.

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 will receive 14% in lieu of all benefits, vacation, stat holidays, and health time.

This is a temporary position until approximately November 5, 2025 or return of incumbent.

Hourly Rate

\$37.425

Hours & Days of Work

Monday to Friday:

8:30 AM – 4:30 PM

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 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.