

# Careers

## Accounting Clerk II (9+ month full-time term)



### It all adds up!

The City of Kelowna has an amazing opportunity for you! We are looking for an Accounting Clerk II to join our Revenue Branch of Financial Services at City Hall. Yes, accounting can be fun when working within this branch! The Revenue Branch provides internal and external customer service, handling property tax, utilities, parking, and transit. This position gives a great opportunity to expand skills like collaboration, helping people, and completing basic financial transactions.

Once here, you will prepare, process and reconcile basic financial accounts, statements and records in support of financial reporting and accounting systems. This role also serves as the main contact for the public and staff regarding financial inquiries, payments, and collections.

### Qualifications

- High school graduation or equivalent
- Recent, relevant experience
- Excellent customer service, communication skills & attention to detail
- Computer literacy with multi-tasking and data entry skills

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 \$30.64 per hour plus 14% in lieu of benefits, vacation and statutory holidays. The position has a confirmed term of 9 months but may be extended.

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.

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For further information or to apply, please check our website at [www.kelowna.ca/careers](http://www.kelowna.ca/careers)

Applications must be received by end of day **September 9, 2025**

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