

Finance Clerk (Temporary, Full-Time) - 1673

Close Date: July 7, 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

Are you an organized, self-motivated, people orientated individual with a keen eye for detail? If so, the City of Kamloops has an opportunity for a temporary, full-time Finance Clerk where you'll play a key part in keeping our financial operations organized and efficient. Our finance team is looking for another member to contribute to a high-quality team amidst property tax collection season. You will have the opportunity to provide a front-line service to the public as well as a variety of administrative and financial services including responding to inquiries, processing invoices, verifying data, and preparing correspondence. The ideal candidate thrives in a fast-paced environment, has a knack for staying on top of deadlines, and is comfortable navigating financial systems and spreadsheets. If you're looking for a role where your precision matters and your skills make a real impact — we'd love to hear from you!

Being a City of Kamloops employee allows you to take advantage of employee well-being programs that include support for mental well-being and physical health through onsite gyms and a Wellness Works program that focuses on this critical corporate building block.

The successful candidate must have the following qualifications:

1. Completion of one year of post-secondary education in a business or accounting focused program that includes completion of at least one accounting course.
2. Proficient in basic Word and basic Excel as demonstrated through testing (70% pass rate required).
3. Proficient in alphanumeric data entry, as demonstrated through testing.
4. Minimum three months' previous finance experience that includes accounting functions.

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 CUPE Local 900 position.

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

Hourly Rate

35.85

Hours & Days of Work

Monday – Friday 8:00 AM – 4:30 PM This position is being hired under a modified work schedule (one extra day off every third week). Please see the attached Terms of Reference.

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.