



REVENUE CLERK I

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

The Revenue Clerk I provides a range of administrative and customer service support within the Finance department. This position is responsible for responding to public inquiries regarding utility and tax accounts, processing payments and refunds, updating customer records, and setting up pre-authorized payment arrangements. The role involves creating and managing various accounts and invoices, including those for bulk water and general accounts receivable, and assisting with business licensing processes. The Revenue Clerk I also handles data entry, monitors work orders, and provides back-up support to other finance team members, including cashier/clerk duties. The position requires a high level of confidentiality, adherence to safety procedures, and a commitment to accurate and timely service. Additionally, the role supports onboarding and training of new team members and performs other related duties as required.

Our Ideal Candidate:

- Completion of 2 years of recognized accounting program
- Minimum of 2 years experience in a related position
- Ability to obtain and maintain a Police Information Check
- Experience with municipal financial software is considered an asset.
- Demonstrated computer skills in Microsoft Office
- Aptitude for working with numbers/arithmetic calculations
- High attention to detail
- Good organizational skills, with the ability to plan and prioritize effectively
- Strong customer service skills
- Some secretarial/clerical abilities and skills

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 25-60E | Opens July 17, 2025 | Closes August 18, 2025

Full Time – Permanent | 35 hrs/wk | \$36.88/hr

Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years



CASHIER/CLERK

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

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Summarized Position Responsibilities:

The successful candidate will be responsible for receiving and recording various types of payments, issuing receipts, and maintaining accurate records, including for items such as dog licenses and garbage tags. This role involves operating a cash register, ensuring compliance with cash handling procedures, and delivering excellent customer service to the public. Additional responsibilities include processing program registrations and payments, providing administrative support and data entry services, and offering back-up assistance to other finance roles, including daily reception coverage. The position also supports the onboarding of new team members and is expected to perform duties in accordance with the organization's Occupational Health and Safety regulations. Other related duties may be assigned as needed.

Our Ideal Candidate:

- Post-Secondary courses in bookkeeping and record keeping, or an equivalent combination of education and experience
- Minimum of 2 years cashier experience in a high-volume cash processing environment (numbers and dollars) (Cashier/Clerk I)
- After 2 years experience in a City of West Kelowna Cashier/Clerk I (Pay Level 2) position, will advance to Cashier/Clerk II (Pay Level 3)
- Full understanding and knowledge of department specific policies, practices, and procedures (Cashier/Clerk II)
- Strong customer service skills
- Aptitude for working with numbers/ arithmetic calculations
- Demonstrated computer skills in Microsoft Office
- Experience with Vadim and Class software
- Ability to operate a calculator with speed and accuracy
- High attention to detail
- Ability to obtain and maintain a Police Information Check

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Competition No. 25-62E | Opens July 17, 2025 | Closes August 18, 2025

Full Time – Permanent | 35 hrs/wk | \$33.03/hr

Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years