



POLICE SERVICES ASSISTANT- FINANCE

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 Police Services Assistant – Finance provides essential financial and administrative support to the RCMP detachment and municipal partners. This role is responsible for monitoring and tracking a variety of budgets, reconciling accounts payable and receivable, processing expense claims, preparing financial reports, and assisting with budget planning and presentations. The position also oversees procurement and inventory management, including RCMP credit cards, cell phones, kit and clothing orders, office supplies, and equipment maintenance. Additional responsibilities include coordinating overtime charges, managing shift reports and calendars, maintaining administrative and operational files, and supporting new employee onboarding. The Police Services Assistant plays a key role in ensuring compliance with financial policies and procedures, liaising with internal and external partners, organizing wellness and health and safety initiatives, and providing backup support in exhibits, fleet, and other administrative areas. This role requires strong organizational, financial, and communication skills, with the ability to manage multiple priorities in a fast-paced environment.

Our Ideal Candidate:

- 2 years post-secondary courses in Finance or an equivalent combination of education and experience
- A minimum of 2 years' full cycle accounting experience
- Must have an active RCMP Enhanced Reliability Status (Enhanced Security Clearance)
- Class 5 BC Driver's License

Preferred Qualifications

- Sound knowledge of Detachment and municipal rules, regulations and policies as they relate to the work performed
- Working knowledge of Records Management Systems, Police Reporting, standard Police Policies, Procedures, the RCMP and its relationship with other Federal and Provincial departments and municipal administrations
- Knowledge of policies and procedures related to the Financial Administration Act (FAA)
- Knowledge of policies and procedures related to property and asset management and contracting and procurement of goods and services
- Experience in performing financial functions including monitoring budgets, accounts payable and budget reconciliation
- Working knowledge of software programs such as TEAM and PRIME



Knowledge Skills and Abilities

- Working knowledge of spreadsheets and financial information management systems, as well as Word/Excel
- Ability to prepare and maintain a variety of reports, correspondence and files related to the work
- Ability to handle critical incidents and highly stressful situations
- Ability to exercise discretion and confidentiality
- Ability to establish and maintain effective working relationships in a professional manner
- Excellent communication skills – both verbal and written
- Strong customer service 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. 25-73E | Opens September 19, 2025 | Closes November 3, 2025

Full Time – Permanent | 37.5 hrs/wk | \$36.88/hr

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