

Careers

Accounting Assistant – Payroll (2 year term)



It all adds up!

The City of Kelowna has an amazing opportunity for you! We are looking for an Accounting Assistant for our Payroll team in Financial Services. Payroll is fun and rewarding when working with this team! One of the most important roles at the City, our Payroll team provides exceptional customer service and legislative compliance in a fast paced, detail-oriented environment. This position provides a great opportunity to expand your skills like collaboration, helping people, looking beyond the transaction and to develop your payroll knowledge.

Once here, you could also expand your knowledge in different areas: legal compliance, journal entries, reconciliations, analysis, project support and various other duties.

Qualifications

- Minimum of 6 months of recent, relevant experience
- Post-secondary certificate in accounting or related field
- Previous payroll experience and/or courses is an asset
- Excellent 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 at \$35.39 per hour. The full-time position has employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans; the term position will also receive 14% in lieu of benefits, vacation and statutory holidays. The position is for 24 months.

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.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **January 27, 2026**

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