

Careers

Accounting Assistant Police Services



It all adds up!

The City of Kelowna has an opportunity for you! We are looking for an Accounting Assistant to work in one of the busiest RCMP detachments in western Canada. The Accounting Assistant in Police Services prepares, processes, and reconciles financial accounts, statements, and records in support of financial reporting and accounting systems along with various other duties. The successful applicant will be flexible to handle a range of accounting activities and provide excellent customer service.

Qualifications

- Post secondary certificate in accounting or related field
- Experience
- 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 plus employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

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 **February 27, 2026**.

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