

Finance Clerk (Permanent, Full-Time) - 1837

Close Date:

January 19, 2026

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

Join a fast-paced, customer-focused finance team where your accuracy, professionalism, and keen eye for detail truly matter. As a Finance Clerk, you'll answer inquiries, solve discrepancies, reconcile accounts, process payments, prepare deposits, and ensure that financial data is accurate and complete. This role requires strong judgment, a commitment to confidentiality, and the ability to communicate policies with clarity, courtesy, and confidence.

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. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

Hourly Rate

\$ 35.850

Hours & Days of Work

Hours & Days of Work Monday – Friday: 8:00 AM – 4:00 PM (Summer) Monday – Friday: 8:30 AM – 4:30 PM (Winter)

Hours per Week

35

Career Opportunity



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.