



Co-Op Student Finance Department

(Full Time: May – August, 2026)

The City of Chilliwack has a great opportunity for a Co-operative Education Student in the Finance Department. The term of this assignment will be four months (May to August, 2026).

The position will consist of specific assignments related to the collection of property taxes and utilities, as well as perform a variety of routine and standard accounting functions. This will be an opportunity for a student to receive practical experience in a municipal accounting environment.

You will assist management to achieve an efficient operation in the Finance Department through reliable performance of assigned duties, and ensure safety and security of confidential matters pertaining to the Department's operation. You will assist in answering incoming telephone calls, referring enquiries to the appropriate office for action and provide a variety of technical and general information and assistance to the public. Assignments and responsibilities are performed under general supervision, and performance is subject to review, inspection, and evaluation by the Director of Finance.

Must be enrolled in the Co-operative Education Program at a recognized post-secondary institution and have met the specific entrance criteria for that program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of the functions, methods, rules, procedures, bylaws, regulations and policies pertaining to Municipal Government;
- Basic knowledge of the methods, practices and principles entailed in bookkeeping functions and maintenance of accounting records.
- Sound knowledge of business English, spelling and punctuation;
- Able to be polite, courteous and tactful in dealing with the public and be neat in appearance;
- Able to establish and maintain an effective working relationship with department officials, department heads and other members of the staff;
- Able to process a variety of confidential material with discretion and integrity; and,
- The employee shall be responsible for performing tasks associated with general "housekeeping" duties associated with the assigned project

In this position you work the standard work week of Monday to Friday in accordance with the hours specified, but must be flexible should the assigned project include weekend and/or evening work, or overtime hours. The hourly rate for this position is \$31.94 (2025 rate).

How to Apply:

Job Title: Finance Co-op Student (4 Month Term)

Competition Number: 2026-10

Closing Date: February 18, 2026

Visit: <https://jobs.chilliwack.com/> to apply for this or other positions.