

Careers

Accounting Assistant – Casual



It all adds up!

The City of Kelowna has an amazing opportunity for you! We are looking for casual Accounting Assistants to join our Financial Services team, providing coverage to support our Revenue (including property tax, utilities, parking, transit, etc.) and Accounts Payable functions.

Our team provides exceptional customer service and legislative compliance in a fast paced, detail-oriented environment. These positions provide a great opportunity to expand your skills like collaboration, helping people, looking beyond the transaction and to develop your accounting knowledge. Once here, you could also expand your knowledge in different areas: accounts receivable, legal compliance, journal entries, reconciliations, analysis, project support and various other duties.

Qualifications

- Post-secondary certificate in accounting or related field; payroll courses are an asset
- Recent, relevant accounting or payroll experience
- Excellent communication skills & attention to detail
- Computer proficiency 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 14% in lieu of benefits, vacation and statutory holidays. Casual assignments will vary in duration, and candidates may be expected to work full office hours within Financial Services.

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 **May 19, 2026**

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