

Accounting Clerk II – Cashier (Part Time)

Finance Department



Overview

As a rapidly growing municipality committed to quality service and a positive work environment, we are seeking talented professionals who want to make a difference in the community. The Finance Department at the City of Chilliwack is seeking a dynamic individual to fill the part time position of Accounting Clerk II - Cashier.

Are you the one we're looking for?

The City of Chilliwack takes great pride in its focus on providing excellent service to its citizens and we are looking for a like-minded person to join our team. In this role you will perform a variety of clerical and collection functions varying in degree of complexity and responsibility. The incumbent will be responsible for all cashiering functions, including the processing of electronic bank payments; receiving, checking, listing and balancing cheques and cash receipts for a variety of accounts and services; issuing receipts and making change as required; preparing cash summary sheets and making deposits; receiving, arranging and organizing incoming material for data entry; updating, maintaining and balancing a variety of records and property rolls; calculating property taxes on new assessments; performing record-keeping, departmental scanning and filing tasks. The incumbent will be responsible for establishing and maintaining an effective relationship with the public; providing assistance and information to the public over the telephone and at the reception counter on matters pertaining to the department's area of responsibility. As directed, the incumbent will be responsible for the training of casual employees assigned to the cashiering function. The incumbent will also provide assistance to the other functions of the Finance Department and perform other related tasks as assigned. Assignments and responsibilities are performed under general supervision in accordance with established routine and performance is subject to review, inspection and evaluation by the Manager of Revenue Services.

- Must have a grade 12 education supplemented by bookkeeping and accounting courses OR a combination of experience and training;
- Good knowledge of the functions, practices and procedures, bylaws, policies and regulations pertaining to the operation of the Finance Department;
- Good knowledge of the methods, practices and principles entailed in cash handling;
- Good knowledge of the methods, practices and principles entailed in bookkeeping functions and maintaining all accounting records in a recognized and accepted manner;
- Able to operate a variety of standard office equipment, accounting machines and computer terminals;
- Able to be polite, tactful and courteous in dealing with the public and be neat in appearance;
- Able to perform mathematical and arithmetic computations with speed and accuracy;
- Able to perform all tasks with a minimum of supervision;
- Able to establish and maintain an effective working relationship with department officials and other members of staff.

The hourly rate of pay in this position is \$38.05 (2026 rate). The incumbent in this class will normally work the standard work week of Monday to Friday within the hours specified and work overtime as required. The incumbent, upon hiring, will have union dues deducted from source in accordance with the Collective Agreement. The incumbent will be responsible for performing tasks associated with Accounting Clerk "housekeeping" duties.

How to Apply:

Job Title: Accounting Clerk II – Cashier (Part Time)

Competition Number: 2026-27

Closing Date: March 20, 2026 at 4:30pm

Visit chilliwack.com/careers to apply for this or other positions.