
Finance Clerk

DEPARTMENT:	Finance	STATUS:	Regular Full Time
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$31.59 - \$37.08 per hour + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The Finance Department is seeking a customer service focused and team-oriented **Finance Clerk** to join their team! In this role, you will be responsible for a variety of elementary accounting and moderately complex clerical work, including processing accounts payable transactions, maintaining databases, producing reports, and may assist with implementing enhancements to computerized systems. In addition, the primary duties for this position involves data entry and processing payments for vendors and suppliers. You will be providing assistance to the Finance department as required to ensure that weekly payment runs are completed accurately and on time. You may also be performing duties related to receiving, recording, balancing and processing receipts for a variety of payments, as well as providing information and assistance to the public on account inquiries relating to fees and charges.

If you have the following skills and qualifications, we want to hear from you!

- Grade 12 supplemented by commercial and bookkeeping courses and sound related experience.
- Considerable knowledge of Accounts Payable operations and account classification.
- Sound knowledge of modern office methods and procedures, business English and arithmetic.
- Sound knowledge of the practices and procedures used in the operation of computer systems and office equipment as related to the work performed.
- Strong software skills and the ability to learn new software programs quickly. Experience with JDE ERP (JD Edwards Enterprise Resource Planning) is a strong asset.
- Working knowledge of basic accounting principles and practices.
- Ability to make arithmetic calculations and maintain and balance accounts and ledgers with speed and accuracy.
- Ability to perform a variety of clerical and cashing tasks with minimal supervision.
- Possess exceptional customer service skills and superior problem-solving abilities in order to deal effectively with the public and city staff.
- Strong attention to detail and accuracy.
- Ability to pass and maintain a clear Police Information Check.

This position is eligible to participate in a Compressed Day Off program.

Please apply with your cover letter and resume in one document at www.newwestcity.ca/employment by **June 29, 2026**.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.