

Finance Clerk (Temporary, Full-Time) - 1975

Close Date

July 5, 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

Are you an organized, self-motivated, people orientated individual with a keen eye for detail? If so, the City of Kamloops has an opportunity for a **temporary, full-time Finance Clerk**. You will have the opportunity to provide front-line service to the public as well as a variety of administrative and financial services including responding to inquiries; verifying data; receiving, posting, and balancing payments; preparing bank deposits; making adjustments; and preparing correspondence. Please let us know you are interested by applying today!

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. This is a CUPE local 900 position. This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time.

Please note, this is a temporary position until approximately September 30, 2026 or return of incumbent.

Hourly Rate

\$ 35.850 (2025)

Hours & Days of Work

Monday-Friday 8:00am-4:30pm OR 7:30am -4:00pm

Eligible for a modified schedule with a day off every third week.

Hours per Week

35



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.

Modified Scheduling Program Terms of Reference

Modified work schedules allow employees to better meet the substantial demands life places on employees by allowing full-time employees an ability to alter their shift around a core time during which they must be present.

There are benefits to these types of arrangements, not only for staff in the form of increased flexibility and morale, but also for the employer. Happy employees who feel they can adequately meet demands placed on them in their job and at home will generally be more productive. Flexible work arrangements can serve to reduce tardiness, absenteeism, and turnover, which in turn can save money and help the City of Kamloops to recruit and retain top quality employees.

To ensure the employer is maximizing the recognized benefits for both parties, rules are in place regarding how modified scheduling affects the operations and ensures staff expectations are reasonably managed. The following establishes terms of reference for City management to follow in the consideration of requests to modify existing schedules.

Eligibility for Modified Schedule Application

All permanent or temporary full-time City of Kamloops CUPE Local 900 employees (as defined in Article 13(a) and Letter of Understanding "Employee Definitions" within the Collective Agreement) are eligible to participate in the modified scheduling program. Employees who are working in permanent part-time positions, temporary part-time positions, seasonal positions, and on-call positions are not eligible for application. Further, where a modified schedule is contemplated for any work unit (i.e. crew or group within a classification), all members within the affected work unit must be in agreement with the proposed modified scheduling change. Any employee bidding into a work unit where a modified schedule is currently in place will be made aware of the schedule through the job posting and will be required to adopt the terms of the modified schedule.

Review of Modified Schedule Application

It is understood that supervisors/managers of employee work groups who are contemplating a modified schedule are responsible for facilitating discussion about the program and answering any questions that may be posed by the group. They will also be responsible for collection and initial review of submissions, looking for application completeness, as well as providing comments that articulate whether they generally support the application or not. Completed applications are forwarded to the department Director for initial approval. The application is then sent to the Human Resources Division, which will review for consistency and to ensure all terms of reference have been followed. If approved or denied, the Human Resources Division will notify the employee(s) and their Supervisor of the decision in writing.

Process for Application

1. Members of any eligible work group contemplating a modification to their schedule can bring the issue forward to their exempt supervisor/manager, who will include the topic for discussion at a regularly scheduled crew talk or meeting. Supervisors/managers have access to an Expression of Interest document (see attached, located in KRIMSON), which can be provided to employees. Regular work assignments and duties are not to be interrupted by modified scheduling discussion(s) amongst staff and/or union representatives outside of these scheduled meetings.

2. Once it has been established that all members within a work group are in agreement with a proposed modified schedule, an Expression of Interest document is completed and signed by all potentially affected employees and forwarded to their supervisor/manager for review. Expressions of interest received by the supervisor/manager that are not fully completed and/or not signed by every potentially affected member of a work group, will be returned to the work group, and not advanced further.
3. Reviewed and completed Expression of Interest applications are forwarded by the supervisor/manager to their department Director.
4. Once received, the department Director will ensure the Expression of Interest proposal follows the Terms of Reference and meets the department's operational needs, and a decision shall be rendered as promptly as possible.
5. The original proposal and decision of the Director is forwarded to the Human Resources Division, to be reviewed, and make recommendation to approve or deny the request. Human Resources will provide the decision to the employees and Supervisor in writing. The Supervisor will decide on a start date for the new schedule, based on operational needs. A copy of any such decision will also be provided to the union. The granting or canceling of any modified work schedule shall not be grievable by the union.

Criteria Utilized by the Modified Scheduling Committee to Evaluate Expressions of Interest

Management and the Human Resources Division will make every reasonable effort to evaluate Expressions of Interest for modified scheduling fairly, and objectively. To maintain that objectivity, each application will be evaluated utilizing the following criteria:

- Employees are not permitted to reduce their total work hours in each work cycle (in other words, regular full-time employees cannot apply to work part-time schedules).
- Employees are not permitted to work a compressed **two-week** modified schedule rotation.
- Costs to the Employer will not be increased because of modified work schedules (this includes overtime and shift differential).
- Applications must consider operational needs, including peak times of work and/or peak vacation periods.
- Customer service and service to all other areas of the organization's operations shall not be negatively impacted by the proposed schedule. Specifically, the impact of the modified schedule on other work units will be reviewed.
- Proposals must not negatively impact the organization's resources or assets.
- Vacation scheduling will be reviewed to ensure it does not impact the above criteria.
- If employee is a Designated First Aid Attendant, under Article 19(f) in the Collective Agreement, they must notify the Safety division to discuss potential impacts of the schedule on first aid coverage.
- Where possible, applications should support how a modified schedule could enhance City operations or customer service.
- Where possible, applications should also showcase a benefit to the public and/or outside agencies.

Note, this is not an exhaustive list, and other reasonable factors specific to the application received may be relied upon when reaching a decision.

Examples of Typically Approved Compressed Work-Week Modified Schedules

Inside (CUPES) Employee

An employee who works a regular schedule of Monday–Friday, 8:00 am–4:00 pm, may propose to work a schedule like the example below:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	8:00 am – 4:30 pm	8:00 am– 4:30 pm	8:00 am– 4:30 pm	8:00 am– 4:30 pm	8:00 am– 4:30 pm	OFF	OFF
Week 2	8:00 am– 4:30 pm	8:00 am– 4:30 pm	8:00 am– 4:30 pm	8:00 am– 4:30 pm	8:00 am– 4:30 pm	OFF	OFF
Week 3	8:00 am– 4:30 pm	8:00 am– 4:30 pm	8:00 am– 4:30 pm	8:00 am– 4:30 pm	OFF	OFF	OFF
Week 4 (optional)	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Outside (CUPEH) Employee

An employee who works a regular schedule of Monday–Friday, 7:00 am–3:00 pm, may propose to work a schedule like the example below:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	7:00 am– 3:30 pm	7:00 am– 3:30 pm	7:00 am– 3:30 pm	7:00 am– 3:30 pm	7:00 am– 4:00 pm	OFF	OFF
Week 2	7:00 am– 3:30 pm	7:00 am– 3:30 pm	7:00 am– 3:30 pm	7:00 am– 3:30 pm	7:00 am– 4:00 pm	OFF	OFF
Week 3	7:00 am– 3:30 pm	7:00 am– 3:30 pm	7:00 am– 3:30 pm	7:00 am– 3:30 pm	OFF	OFF	OFF
Week 4 (optional)	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Please note employees who request to have a day off in a three/four-week period will not be paid on this day. They will record their actual time worked each day of the week and be paid straight time for all hours worked. (See question below regarding how staff fill out their timesheets). All accrual banks will continue as per the Collective Agreement.

If an employee takes a day off for any reason, they will draw down their leave banks based on the number of hours they are working on their modified schedule. If an employee has any questions regarding completing their timesheet for their modified schedule, they can contact HR or Payroll.

Review of All Modified Schedules

Three months after the implementation of any modified schedule, the supervisor of the affected work unit will undertake a review of the schedule to determine whether it should continue or not. If a decision is made to discontinue the schedule, the supervisor will seek the department Director's approval to do so and will provide 14 days' notice to staff of the termination of the agreement. The supervisor will also advise the Human Resources Division so that letters can be written to staff.

Please note a modified schedule agreement could be discontinued at any time provided 14 days' notice is given.

Central Repository of Information

It is the responsibility of supervisors/managers with work units participating in a modified scheduling arrangement to ensure they have a copy of and adhere to the conditions of any work schedule agreement reached. The Human Resources Division shall be responsible for keeping an up-to-date record of all modified schedules proposed (regardless of whether they were granted or denied) within the organization.

Frequently Asked Questions

Question: Are employees on a modified scheduling agreement eligible for shift differential?

Answer: No, employees who were not receiving shift differential on their regular schedule prior to the change, will not be eligible for shift differential under a modified scheduling agreement.

Question: How am I supposed to fill out my timesheet?

Answer: Effective January 11, 2025, employees are required to submit timesheets to accurately reflect their hours worked on their modified schedule. Approved modified schedules will be updated in our payroll system. This will also require employees to put the exact hours worked and absent from work on their timesheets. For a health day or vacation day, this may be 7.5 hours moving forward if these are the hours outlined on your modified scheduling agreement. Employees who are working longer days to have an additional day off in a three-week period will not receive any pay for their day off as it will be incorporated into their regular work schedule (ie. 7.5 hours/day for inside workers). This will mean that your pay cheques may vary depending on when your day off falls within the pay period.

Question: If an employee is away from work (for any reason including but not limited to vacation, sick, medical, family responsibility etc.), how will they code this time?

Answer: Effective January 11, 2025, if an employee is away from work (for any reason), they will add this time to their timesheet reflecting their actual hours of work. For instance, if you are working 7.5 hours/day on a modified schedule agreement and you are sick for a day, you will add 7.5 hours of sick time to your timesheet (same for vacation, family responsibility etc.)

If you are on a modified schedule that allows you to have every third Monday off, you will not add any hours of work for the day you are off as you will be paid that time during the three-week period for working 7.5 hours/day.

Please note, your leave bank accruals will NOT change.

Question: If I am required to work on my regularly scheduled day off, will I receive overtime for this day?

Answer: No, if an employee is required to work on their scheduled day off, they will not receive overtime pay and instead, they must work with their Supervisor and take a different day off in the same work week. This should only occur in exceptional circumstances, for operational needs as requested and approved by the Supervisor.