



## Accounting Clerk III

Job No: 26066 Location: Penticton

[Role Overview](#)   [Application Form](#)

### About the City of Penticton

Penticton is a vibrant, innovative waterfront city known for its commitment to sustainability, community well-being, and economic opportunity. With a strong focus on good governance, collaboration, and service excellence, the City is dedicated to enhancing the quality of life for residents, businesses, and visitors alike. As one of the most active development regions in British Columbia, Penticton features a diverse mix of large-scale and complex construction projects.

**Penticton has been recognized as one of Canada's most livable cities, according to latest rankings by The Globe and Mail**, ranked as the eighth most livable medium-sized city in Canada. Nationally, Penticton earned high marks for access to amenities (11th in Canada), #11 for midlife transitions and #11 for retirement, as well as #13 for young professionals. Penticton also placed within the top 20 in the categories of raising kids (#19), contributing to an overall ranking of 35th across Canada. Rooted in agriculture and surrounded by natural beauty, Penticton is known for its orchards, wineries, and craft breweries—making it one of Canada's top wine destinations. More than 100 years since its incorporation, Penticton continues to grow as a place to live, work, and play.

For more information, please visit our website at [penticton.ca/](https://www.penticton.ca/) (<https://www.penticton.ca/>).

For more information about life in Penticton, please visit [visitpenticton.com/](https://www.visitpenticton.com/) (<https://www.visitpenticton.com/>).

### About the Opportunity

The City of Penticton is looking for a **permanent full-time Accounting Clerk III** based in **Penticton, B.C.**

Reporting to the Manager of Finance, the **Accounting Clerk III** is responsible for supporting the City's revenue cycle by ensuring timely and accurate invoicing, correct payment application, account reconciliation, and collection of outstanding receivables. This includes monitoring customer accounts, resolving billing discrepancies, applying interest charges, distributing monthly statements, as well as responding to internal/external queries in a courteous and professional manner. This position is also responsible for processing invoices under established policies and procedures, recording daily activity from various financial sub-ledgers, and issuing and tracking donation receipts.

#### Key Responsibilities:

- Generate and distribute customer invoices and statements
- Apply payments to customer accounts and maintain accurate records
- Monitor accounts receivable aging reports and follow up on overdue accounts
- Contact customers regarding outstanding balances and payment arrangements
- Maintain customer account information and supporting documentation
- Ensure compliance with company policies, accounting standards, and internal controls
- Assist with month-end and year-end financial close activities
- Respond to and investigate internal/external queries
- Record and reconcile financial transactions in the accounting system
- Process and record donations from various funding sources, maintain donor records, prepare and issue charitable tax receipts
- Prepare periodic account analysis, reconciliations, journal entries and reporting as required
- Provide support to other accounting staff as required

#### Required Knowledge, Abilities & Skills:

- Excellent communications (verbal and written), interpersonal and customer service skills are required
- Knowledge of and proficient ability to use the complete Microsoft Office suite of business applications with proficiency in Microsoft Excel
- Effective organization, time management and multi-tasking skills to prioritize and complete work in an environment with high volume, while paying close attention to detail
- Ability to work and perform accounting functions in a complex ERP system, Unit4 preferred
- Ability to understand, interpret, operationalize and enforce City policies procedures and regulations
- Ability to analyze and research relevant information in order to resolve issues with diplomacy and discretion
- Ability to exercise courtesy and tact in exchange of information with other City employees, the public and suppliers

**Required Education, Training & Experience:**

- Minimum of 3 years of accounting experience, preferably in a local government setting
- Minimum of 2 years of current relevant experience in an accounting department
- Completion of a diploma in Accounting or Business Administration

## About the Benefits

Compensation based on skills and experience is an **hourly rate of \$37.38 - \$41.54 (Pay Grade 9, 35 hours per week, CUPE)**, along with a host of excellent benefits including:

- Extended health, dental, and vision coverage
- Relocation assistance
- 3 weeks of vacation starting on day one
- 2 weeks of paid sick leave annually
- Municipal pension plan
- \$2,000 in annual mental health benefits
- Up to \$200 in annual fitness rebates
- Free community recreation pass (swimming, fitness, etc.)
- Support for professional development, including yearly conference budget
- Free on-site parking
- Draws for tickets to local concerts, hockey games, and employee appreciation events
- Wellness initiatives and team-building activities
- A picturesque waterfront location with access to world-class outdoor recreation and a progressive, community-oriented work culture

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply. If you require any accommodations during the recruitment process, please let us know, we'd be happy to support you!

If your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **July 19, 2026**.

***We thank all applicants for their interest, however, only those selected for further consideration will be contacted.***

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

APPLY NOW

## Life in Penticton

Nestled between two lakes, Penticton enjoys long, hot summers, dry winters and more than 2,000 hours of sunshine each year. We're located in the southern Okanagan Valley of British Columbia, which is easily accessed by major highways and airports.

We're known for our beaches, wine and orchards, not to mention a wide range of outdoor recreational activities. Hop on your bike to discover award-winning wineries and trails with stellar views. Shop at the bustling outdoor market, peruse art galleries or go skating at the modern Community Centre. Ski champagne powder slopes or take in a hockey game or concert at the South Okanagan Events Centre.