

Accounts Receivable Clerk - Part Time

City of Nelson Competition #26CU67

The City of Nelson is currently seeking a part-time Accounts Receivable Clerk to join our Finance team.

POSITION SUMMARY:

Under the supervision of the Deputy Chief Financial Officer, the Accounts Receivable Clerk will facilitate all functions of accounts receivable duties including utility receivables, tax receivables and miscellaneous receivables.

ESSENTIAL QUALIFICATIONS:

- Grade 12 education or GED (General Equivalency Diploma)
- Business Administration Diploma from a recognized Institution
- WHMIS
- 3 years recent related experience
- Or
- An equivalent combination of education, training and experience

CONDITIONS OF EMPLOYMENT:

- Criminal Records Check

COMPENSATION: \$40.14/hour in accordance with the CUPE Collective Agreement (PG7 2026 rate)

HOURS/DAYS: Three (3) days per week

APPLICATION DEADLINE: July 28, 2026

APPLICATION INFORMATION:

Interested applicants are invited to submit a resume and cover letter outlining their qualifications and experience. Resumes will be kept on file for **six (6) months** and may be considered for future opportunities.

To find a full description of the position, including required qualifications and experience, please visit nelson.ca/jobs.

We look forward to hearing from you!

Interested applicants should reference #26CU67 when submitting their resume and cover letter to:

Email: hr@nelson.ca

The City of Nelson is an equal opportunity employer committed to employment equity.

We encourage all qualified candidates to apply.