



JP#26-33 Cashier-Clerk (Regular Full-Time)

Home to vast parkland and attractions including Grouse Mountain, Lynn Canyon and Capilano Suspension Bridge, the District of North Vancouver is inspired by nature, and enriched by people. Recognized as one of BC's Top Employers for six years, the District offers professional development opportunities, a competitive total compensation package, a nine-day fortnight, and hybrid work arrangements.

This is an exciting time to join us as we transform digital service delivery, reimagine the customer experience, and advance bold climate action initiatives. Known for our flexible, family-friendly policies and inclusive workplace culture, the District is an exceptional place to build a meaningful career.

About the Role

An opportunity is currently available for a Cashier Clerk in the Finance Department performing cashier and clerical work which involves receiving, recording, balancing and processing receipts for a variety of payments such as taxes, fees, bills and related charges on accounts. The incumbent will provide account specific information to the public on items pertaining to tax and utility account charges, provincial tax assistance programs as well as perform a variety of clerical tasks as required. The incumbent is responsible for establishing and maintaining effective working relations with the public and colleagues and for maintaining a high degree of accuracy in all tasks. Work is subject to review by a superior in terms of accuracy and effectiveness in dealing with the public and other governmental jurisdictions.

The successful applicant will have:

- Ability to perform cashiering duties with minimal supervision accurately and deal with the general public courteously and effectively
- Considerable knowledge of account classification cash register operations used in receiving and recording of remittances
- Ability to maintain a high degree of accuracy in all tasks
- Sound knowledge of the basic principles of accounts receivable
- Ability to perform clerical tasks of moderate complexity and perform under periodic work pressure
- Ability to use a personal computer and related software applications such as Excel and Word
- Ability to multi-task and prioritize what needs to get done in order of importance.
- Excellent customer service skills, including conflict resolution skills.

Qualifications

Completion of the 12th school grade, along with related experience in a bank or financial institution, or an equivalent combination of training and experience. Completion of an Accounting Certificate would be considered an asset.

Details

Salary: The pay range for this unionized position is \$31.58 to \$37.09 per hour (2026 rates)

Hours of Work: 35-hour work week (Compressed work schedule available)

Apply

The District of North Vancouver is committed to creating a diverse, inclusive, and accessible work environment. If you have what we're looking for and have a passion to serve people and the community, a demonstrated understanding of safety, a commitment to supporting a healthy and safe workplace, and a willingness to take further safety training as required, we would like to hear from you. Please apply on-line at <https://careers.dnv.org/> by **October 20, 2026** to be considered.

If you require accommodation, please contact Human Resources at hr@dnv.org

We thank you for your interest in employment with the District of North Vancouver and advise that only those shortlisted for an interview will be contacted.

Our Values



We respectfully acknowledge the Coast Salish peoples, specifically the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), and səliłwətaʔ (Tseil-Waututh), on whose ancestral lands the District of North Vancouver is located.