Career Opportunity

Canada's Tournament Capital

Finance Clerk (Temporary , Full-Time) - 2076

Close Date
November 19, 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
The City of Kamloops has an opportunity for a temporary, full-time Finance Clerk; if you are someone who is organized, self-motivated, and people orientated with a keen eye for detail, this opportunity may be a great fit! As a Finance Clerk, you will provide front-line service to the public and support the Finance Team by responding to inquiries; verifying data; receiving, posting, and balancing payments; preparing bank deposits; making adjustments; and preparing correspondence.

Make a positive impact on the community. You can feel a sense of pride as you enjoy the lifestyle Kamloops offers because you are part of creating and sustaining it. Being a City of Kamloops employee allows you to take advantage of employee well-being programs that include support for mental well-being and physical health through onsite gyms and a Wellness Works program that focuses on this critical corporate building block.

Welcome to the vibrant heart of British Columbia, where the majestic Thompson River flows amidst stunning landscapes and a community steeped in history and culture. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit!
Nestled in the Thompson Valley and surrounded by the rugged beauty of the Interior Plateau, Kamloops boasts a unique blend of urban amenities and outdoor adventure. From its bustling downtown core, alive with eclectic shops and diverse culinary delights, to its vast network of trails, parks, and recreational facilities, Kamloops offers something for everyone.

Whether you're an outdoor enthusiast seeking thrills on the mountain bike trails of nearby Kamloops Bike Ranch, a history buff exploring the city's rich Indigenous heritage at the Secwépemc Museum and Heritage Park, or a foodie delighting in the farm-to-table cuisine of its local restaurants, Kamloops welcomes you with open arms and boundless opportunities to explore, discover, and connect.

<u>The successful candidate must have the following qualifications:</u>

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.

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This is a unionized position with CUPE Local 900; check out our Collective Agreement (2024 - 2025) for full details (ratified 2026 Collective Agreement coming soon). As this is a unionized position, all qualifications must be met in order to be shortlisted for the position.

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 position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time.

Please note, this is a temporary position until approximately March 5, 2026 or return of incumbent.

Hourly Rate
$ 36.926

Hours & Days of Work
Monday - Friday 8:00 am - 4:30 pm

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.