Career Opportunity

Canada's Tournament Capital

Business Support Manager (Permanent, Full-Time) - 2087

Close Date
December 2, 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 is looking for a dynamic and strategic **permanent, full-time Business Support Manager** to join our Corporate Services leadership team. This is an exciting opportunity to influence organizational decision-making, drive continuous improvement, and support the delivery of essential municipal services.

Working collaboratively across the organization, you will provide financial leadership and expertise in budgeting, forecasting, financial reporting, and operational planning. You will build strong partnerships, identify opportunities to improve business practices, and empower teams through meaningful financial insights and strategic advice.

Living in Kamloops

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.

Canada's Tournament Capital

The successful candidate must have the following qualifications:

1. Post-secondary Degree in Business Administration (or equivalent).
2. Recognized professional accounting designation (CPA) and membership in a recognized accounting association.
3. Excellent knowledge of and experience in Public Sector Accounting and Reporting Standards.
4. Three (3) to five (5) years of progressive management experience, preferably in a large organization.
5. Experience with large financial systems.
6. Experience with budgeting and forecasting in a public sector environment
7. Extensive knowledge of standard office personal computer software.
8. Strong and demonstrated leadership skills.
9. Excellent interpersonal and communication skills with a demonstrated ability to deal with both external and internal people in a professional manner.
10. Proven ability to communicate complex financial information in a concise and clear manner to varied audiences.

Preferred Qualifications:

- Previous experience in a municipal government setting.
- Experience using large (ERP) municipal financial systems.
- Experience working in a unionized environment.

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.

The annual salary for this position is with a pay grade system starting at $131,346.15. The City offers a comprehensive benefit package including generous vacation and an Earned Days Off program. Along with these benefits, the City provides access to fitness facilities, various instructed programs, and community volunteer/engagement opportunities. This is an exempt Management position.

Hourly Rate
$ 131,346.15

Hours & Days of Work
Monday - Friday 8:00 a.m. - 4:00 p.m.

Hours per Week
37.5

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.