



## ACCOUNTING CLERK

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

### What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

### Summarized Position Responsibilities:

The role involves processing and reconciling journal entries, daily exports from City View, and data from Active Net Work, as well as the entry and reconciliation of purchase card transactions. Other responsibilities include assisting with GST and PST returns, preparing monthly reconciliations for general ledger and assigned sub-systems, and supporting special projects such as analyzing phone usage, grants-in-aid, and tax exemption processes. The position provides backup for Accounts Payable and other finance roles as needed, ensures confidentiality, and adherence to organizational policies and regulations. Additional duties include assisting with onboarding new team members and performing other tasks as required.

### Our Ideal Candidate:

- **2 years** of recognized accounting program
- 2 years experience in a related position
- Ability to obtain and maintain a Police Information Check
- Demonstrated computer skills in Microsoft Office
- Experience with Vadim software would be an asset
- Aptitude for working with numbers / arithmetic calculations
- High attention to detail
- Good organizational skills, with the ability to plan and prioritize effectively
- Strong customer service skills
- Some secretarial / clerical abilities and skills

**Applications are accepted online at [westkelownacity.ca/jobs](https://westkelownacity.ca/jobs).** We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

**Competition No. 25-55E | Opens November 27, 2025 | Closes December 15, 2025**

**Full Time – Permanent | 35 hrs/wk | \$36.88-\$38.17/hr**

**Benefits | Municipal Pension Plan | 4 weeks vac at 2 years**