



STUDENT - FINANCE

The City of West Kelowna has an opening for a Student in the Finance Department. The student will perform a variety of accounting, clerical and administrative functions throughout the Finance Department, including but not limited to general ledger reconciliations, journal entries, data entry, filing, and cash receipting.

Required skills and qualifications:

- Enrolled in a Financial program at a post-secondary institution and returning to studies in the subsequent academic year
- Completion of 1 year of an Accounting Diploma or Degree
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, Excel, Access)
- Strong customer service skills
- Excellent communication skills – both verbal and written
- Good interpersonal and organizational skills
- Be able to work independently with limited supervision

This four-month student term position begins in May until the end of August working 35 hours per week, 8:30 – 4:30, and offers an hourly rate of \$19.33 plus 4% vacation pay (wage under review).

Information for Applicants: The City of West Kelowna has a COVID-19 Vaccination Policy that requires all employees to be fully vaccinated as a condition of hire and continued employment. Candidates who can establish that they cannot be fully vaccinated for a valid reason related to a protected ground under the British Columbia Human Rights Code may request an exemption.

Please apply online at www.westkelownacity.ca/jobs. We thank all applicants for their interest; however only those selected for further consideration will be contacted.

COMPETITION 22-06E | CLOSING JANUARY 23, 2022

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