



## **Finance Clerk – Payroll & Accounts Payable; Maternity & Parental Leave**

Financial Services Department

Bargaining unit (Cupe Local 900) Position, Temporary Full-time

Posting #2025-06

The District of Clearwater is in the beautiful North Thompson Valley and just 90 minutes north of Kamloops, Clearwater is the gateway to Wells Gray Provincial Park; home to dozens of waterfalls, extensive hiking trails, and year-round outdoor recreation. With a small-town feel, strong community spirit, and affordable lifestyle, Clearwater offers a fantastic opportunity for professionals looking to build a rewarding career and enjoy the incredible natural beauty of British Columbia. Please visit our website [District of Clearwater](#) for further information.

We are pleased to offer an opportunity for a Finance Clerk – Payroll & Accounts Payable position in our Financial Services department. This is a temporary full-time role to cover a maternity and paternity leave. The estimated term for this position is from October 2025 through to March 2027.

The successful candidate will be detailed oriented, highly motivated and a proven team player. Having at least two years of experience in a payroll and accounts payable roles while working independently is essential. Experience in working in a union and local government environment is preferred. The successful candidate prides themselves in delivering excellent customer service while managing confidential information with discretion.

Completion of a professional payroll designation from the National Payroll Institute or equivalent payroll experience is required. In addition, further completion of accounting, payroll, or finance programs would be an asset.

Reporting directly to the Manager, Finance and Human Resources, the successful candidate will be responsible for administering the payroll and accounts payable for the District of Clearwater. This is a fast-paced dynamic position that also supports the Financial Services department by assisting with administrative duties and special projects. This position is driven by process, details and deadlines.

This is a CUPE bargaining unit position with an hourly rate of \$33.23 working Monday to Friday 8:00 am to 4:30 pm with benefits in accordance with the collective agreement. The district is currently piloting a flexible "fortnight" schedule offering an earned day off every second week.

Qualified candidates are encouraged to apply by emailing a cover letter and resume to [hr@docbc.ca](mailto:hr@docbc.ca), quoting posting #2025-06 in the subject line with your name.

Thank you for your interest in this opportunity, only individuals selected for an interview will be contacted, the posting will be open until filled.