



ADMINISTRATIVE ASSISTANT, FINANCE (REGULAR, FULL-TIME)

The North Okanagan is an exceptional place to live, work and explore. With its diverse landscapes and extraordinary recreational opportunities, our residents enjoy a comfortable balance of work-life activities. With a regional population of 92,000, the Regional District of North Okanagan offers a wide range of services directly to residents and through partnerships with its six member municipalities.

We have an immediate opening for the regular, full-time position of Administrative Assistant, Finance within the Finance Department. The successful candidate will have a diploma in business or accounting and hold a valid BC driver's license.

You have superior organizational skills, multi-tasking talents and a well-developed knowledge of administrative support duties. General accounting knowledge combined with excellent communication and computer skills will make you stand out in this role. A minimum of two years of administrative or financial experience is required, preferably in a local government setting. This position may be of interest to candidates who are completing additional finance courses or are working towards an accounting designation as future opportunities within the Finance Department arise.

Reporting to the General Manager, Finance, the Administrative Assistant, Finance is responsible for providing senior administrative support and general accounting duties for a variety of finance related functions. The responsibilities of this position are divided between administrative and accounting duties.

Come be part of a great team who takes pride in their work to enhance the very reason the North Okanagan is such a great place to live, work and play. This is a regular, full-time position (35 hours/week) with a starting wage of \$29.85 increasing to \$34.31, as well as an extensive benefits package.

To apply, please visit our website at rdno.ca/careers and submit your resume, cover letter and any corresponding information in PDF format quoting Competition No. 22-15.

Applications will be accepted until 4:00 p.m. on Monday, March 28, 2022.

We thank all interested applicants, but only short-listed candidates will be contacted. No telephone or email enquiries please.