



The Regional District of Central Okanagan is an employer of choice made up of a dedicated team of people who care about the community they serve. We are located in one of the most desirable places to live in BC in the heart of the scenic Okanagan Valley. The appeal of Okanagan Lake, the natural beauty of the surrounding hillsides and the fragrant orchards and vineyards continue to draw people to the valley. Our lifestyle is second to none especially for those who live to enjoy the outdoors.

Finance Administrative Relief (\$25.16 per hour)

The Regional District of Central Okanagan is looking for an enthusiastic, versatile, friendly individual to provide temporary office administration coverage on an on-call, as needed basis.

Working as part of the clerical support team, the incumbent must be flexible enough to handle a wide range of clerical and customer service activities in office administration, data entry, accounting and other duties. This position receives and processes payments for Regional District utility bills, Business Licenses, permits, and fees as well as payments received via telebanking. As this position is often the first point of contact, handling all telephone and walk-in customers in a professional, welcoming, and customer focused manner is your first priority.

The successful candidate will possess:

- Business Administration Diploma in Accounting;
- Two years office administration experience, including bookkeeping;
- Experience with computerized accounting systems, spreadsheets and word processing
- Exceptional interpersonal, communication and customer service skills;
- Ability to deal with occasional upset customers in a professional, respectful manner;
- Strong organization and prioritization abilities, including the ability to multi-task, enter data accurately and efficiently, precise cash handling, and ability to work independently;
- Flexible approach to changing work environment;
- Minimum typing speed of 50 wpm;
- Excellent computer skills using MS Office; experience using VADIM and GIS is desirable;
- Valid BC Driver's Licence.

If you thrive on delivering excellent customer service we would like to hear from you! Qualified applicants are invited to forward a detailed resume, including cover letter and references by **9:00 p.m. Sunday, June 23, 2019**, quoting **Competition No. 1930** to:

Manager of Human Resources
Regional District of Central Okanagan 1450 KLO Road, Kelowna, BC V1W 3Z4
e-mail: apply@cord.bc.ca Fax: 250-763-7497 www.regionaldistrict.com/jobs



We thank all candidates for their interest - only applicants selected for interviews will be contacted