



Position Title: Finance and Customer Service Clerk

Competition #2026-U16

Number of Positions: 1

Work Schedule: Monday to Friday, 35hr Work Week, with the potential to participate in the Modified Work (flex) Program

The Town of Sidney, located on the Saanich Peninsula, is a vibrant waterfront community with a population of over 12,000. The Town provides a high energy, creative, and collegial work environment that supports balanced professional and personal activities.

The Town invites those who are enthusiastic team players, have an attention for detail, possess excellent interpersonal and customer service skills, and share our values of *Excellence in Public Service* and *Teamwork* to apply for this exciting career opportunity.

Reporting to the Manager of Finance, the Finance and Customer Service Clerk performs a variety of cashiering, accounting and customer service duties. This position is primarily responsible for receiving and recording payments; sharing in the processing of accounts payable; maintaining the Dog Licencing system; assisting in the processing of other accounting-related transactions and records; and providing information to the public and other Town staff. Sound knowledge of accounts payable practices and procedures is required.

To be considered for this position, applicants should have the following qualifications:

- Completion of Grade 12, supplemented by entry level accounting, business administration and information systems courses from a recognized post-secondary accounting program.
- Minimum three (3) years of experience with computerized accounting systems in a local government environment (using Tempest Municipal software and Dynamics GP Financial software).
- Or an equivalent combination of training and experience.

Legal ability to work in Canada is a requirement of this position.

This is a regular, full-time CUPE Local 374 position with a 2026 wage of \$34.91/hour and an excellent benefits package. A detailed job description is available on the Town's website at [Sidney.ca](https://www.sidney.ca).

Please submit any accommodation requests when you apply or at any point during the competition process. All requests are received in confidence by Human Resources.

Proof of education, qualifications, and any other job bona fide requirements will be requested at time of offer and required prior to start date.

Please submit your cover letter and resume to the attention of Human Resources, quoting **Competition #2026-U16 Finance and Customer Service Clerk**, to careers@sidney.ca.

This posting will remain open until filled however the review of applications will begin on Monday, September 21, 2026.

We thank all applicants for their interest, however, only those selected to participate in the competition process will be contacted.