



External Posting

ACCOUNTING CLERK I - STUDENT TEMPORARY FULL-TIME (May – August)

The Town of Comox is seeking an eager and detail-oriented Student to join the Finance team. This is a temporary full-time union position (35 hours per week) with a rate of pay of \$25.85 plus 12.8% in lieu of benefits including vacation and statutory holidays, sick leave and other paid leaves as per the current collective agreement between the Town of Comox and CUPE Local 556. The position is Monday through Friday, 7 hours each day (between 8:30am - 4:30pm).

Reporting to the Revenue Manager, the Accounting Clerk I – Student will perform a wide variety of accounting and clerical duties. With an emphasis on customer service in person, electronic communication and telephone, the Accounting Clerk I – Student also provides back up and support for accounts receivable.

Typical Duties & Responsibilities include:

- Providing customer service for finance department transactions and inquiries;
- Processing payments received in the mail or by electronic funds transfer;
- Reconciling daily cash receipts and preparing bank deposits;
- Recording property tax transactions and payments received;
- Supporting and providing coverage for the front-end Finance team (Accounting Clerk I – Accounts Receivable and Utilities Clerk); and,
- Performing other related accounting/finance and office duties as required.

Required Knowledge & Skills:

- Current continuing post-secondary student enrolled in an accredited Finance program;
- Experience using Microsoft Office Suite, including Outlook, Word and Excel;
- Ability to work independently and as a team player;
- Excellent organizational, interpersonal skills, and communication skills; and,
- Current clean criminal record check.

A complete job description is available at www.comox.ca/employment

Applications for this posting will be received until **4:00 pm Friday March 27, 2026** and should be directed by email to jobs@comox.ca.

Competition 26-09-E

Dated: March 5, 2026

Tel: 250-339-2202

Fax: 250-339-7110

Email: town@comox.ca

Address:

1809 Beaufort Avenue

Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the traditional territory of the K'ómoks First Nation, the traditional keepers of this land.