



JOB POSTING – ACCOUNTING CLERK I – RECEPTIONIST/CASHIER CASUAL

*The City of Parksville is located on the traditional territory of the Coast Salish Nations,
home to the Snaw-Naw-As First Nation and the Qualicum First Nation.*

The City of Parksville is an active community of urban professionals, families with young children, and retirees who have chosen to live in our community for a quality of life and the region's inspiring natural environment. Nestled on Vancouver Island's east coast, 13,642 residents call Parksville home. We are committed to being the city of choice for ourselves, our employees and future generations to come.

POSTING #:

26-07

STATUS:

Casual – hours are assigned as required

WAGE RATE:

\$34.50 per hour (2025 rates)

HOURS OF WORK:

Between the hours of 8am and 4pm

Interested candidates are invited to submit a cover letter and resume to HR@parksville.ca by 4 pm, April 2, 2026.

Please include “26-07 Casual Accounting Clerk I” in the subject line.

Job Summary

Reporting to the Manager of Finance, this position provides front counter customer service and performs a variety of general reception and cashier duties of moderate complexity.

Required Qualifications

- Completion of Grade 12
- One (1) year successful completion of a post-secondary accounting, business or office management program.
- Possession of a valid Class 5 BC Drivers Licence and good driving record.
- Minimum of one (1) year experience in finance or accounting department, preferably in a local government setting.

OR an equivalent combination of training and experience may be considered.

See job description for full details. This is a CUPE Local 401 position.

Candidates must be able to legally work in Canada to be considered.

The City of Parksville thanks you for your interest and regrets that only candidates selected for an interview will be contacted.

If you would like to request an accommodation or assistance at any stage of the recruitment and selection process, please contact human resources (HR@Parksville.ca) for confidential support.