



Village of Cache Creek – Municipal Clerk

Contract Period: Permanent, Full Time

Hours: 37.5 Hours per week

Wage: \$27.05 per hour

The Village of Cache Creek is seeking a skilled and dedicated Administrative Clerk to join our team. This is a multi-faceted role with two equally important areas of focus: finance operations and public communications.

On the finance side, the successful candidate will support day-to-day functions including payroll, accounts payable and receivable, grant reporting, and assisting with the annual audit. On the communications side, this person will serve as the primary point of contact at the front counter and by phone, assist in drafting public-facing communications and notices, and support the Village's public engagement efforts.

We are looking for someone with demonstrated strength in at least one of these two areas. A working understanding of both is preferred, and we are committed to supporting the right candidate in building skills in areas where further development is needed. You must have a strong work ethic, excellent problem-solving skills, and the ability to work well in a small team environment.

This position is part of IUOE Local 115.

For applicants new to the area: Cache Creek (approx. pop. 1,000) is at the intersection of Highway 1 and 97. Our location allows for a quality lifestyle in a friendly rural community, with access to many amenities in Kamloops, 45 minutes to the east, and the Lower Mainland, approximately three hours to the southwest.

Key Responsibilities:

Payroll Function

- Process bi-weekly payroll for all employees including new hires, terminations, leave of absences, and profile updates.
- Prepare bi-weekly and monthly remittances for CRA, WCB, EHT, union dues, pension, and group benefits.
- Complete year-end payroll processing including T4s, WCB Annual Report, Pension Plan Annual Contribution Report, and third-party remittances.

- Review time sheets for completeness and accuracy; maintain employee payroll records, seniority listings, and time off allowances.
- Respond to employee inquiries regarding pay periods, payment distribution, and deductions.

Accounts Payable and Receivable Function

- Process inbound and outbound payments; perform daily cash till balancing and reconcile discrepancies in financial records.
- Code, enter, verify, and reconcile transactions including invoices, purchase orders, payment requisitions, and bank statements.
- Prepare and issue financial documents such as bills, invoices, and account statements.
- Assist with utility billing and property tax notice issuance and mail-out.
- Maintain accurate and up-to-date financial records; perform related clerical duties including word processing, filing, and record systems.

Finance and Grant Management Function

- Assist the CFO with grant reporting, including compliance monitoring, financial reporting, and deadline submissions.
- Collaborate with team to gather and verify financial data, ensuring accuracy and completeness.
- Assist in coordinating the annual audit process, providing documentation and responding to auditor inquiries.
- Contribute to continuous improvement of financial systems, processes, and internal controls.

Public Communications and Front Counter Function

- Serve as the primary point of contact for the Village, handling incoming calls and front counter inquiries with professionalism and a strong customer-service focus.
- Assist in drafting and preparing public-facing communications, notices, press releases, and correspondence on behalf of the Village.
- Support public engagement activities to help maintain consistent, clear communications with residents and stakeholders.
- Assist with social media updates, website content, and other public information channels as required.
- Other duties as assigned.

Requirements:

- Demonstrated experience in financial operations OR public communications; a combination of both is strongly preferred.
- Strong customer service skills with the ability to communicate effectively both orally and in writing.
- Proficiency in financial software and computer applications; intermediate Excel skills required.

- Ability to handle sensitive and confidential information with discretion and professionalism.
- Minimum typing speed of 45 WPM.
- Ability to work in a deadline-sensitive environment with sound judgment and strong organizational skills.
- Excellent problem-solving skills and the ability to work both independently and collaboratively.
- Ability to adapt quickly, coordinate under pressure, and manage competing priorities.

Assets:

The following qualifications and certifications are considered assets:

- Diploma or degree in Accounting, Finance, Business Administration, Communications, Public Relations, or a related field.
- Experience with Vadim/iCity software.
- Knowledge of municipal finance and applicable BC legislation.
- Knowledge of Cache Creek community, specifically history, infrastructure, or regional tourism.
- Training, certification, or practical experience in communications or graphic design.
- Experience or training in emergency management.

We are accepting applications immediately and interviews may begin before the closing date. This posting will remain open until April 10, 2026, at 4:30 PM; however, the position will remain posted until a suitable candidate is found.

Attn: Damian Couture – Administrative Clerk Position
1389 Quartz Road
Box 7
Cache Creek, BC V0K 1H0
250-457-6237
admin@cachecreek.ca

Thank you to all that apply, but we will only be reaching out to applicants that are being contacted for reference and interview processes.