



OPPORTUNITY PROFILE

Senior Accounting Technician

About the Opportunity

Sun Peaks Mountain Resort Municipality is seeking a customer-oriented accounting professional to join our team as a Senior Accounting Technician. This role requires expertise in managing diverse accounting functions within a complex financial environment, supporting municipal operations, and ensuring compliance with financial policies. Reporting to the Director of Finance, the Senior Accounting Technician is responsible for overseeing key financial department functions, performing various accounting duties, and processing payroll.

ABOUT SUN PEAKS MOUNTAIN RESORT MUNICIPALITY

Sun Peaks Mountain Resort Municipality is a vibrant year-round, growing mountain tourism community boasting world class skiing, mountain biking, skating rink, hiking and golf and a core tourist village with some 850 hotel beds. Sun Peaks has a population of 1,500 year-round residents, and hosts on average 3,000 to 5,000 daily winter visitors and 1,000 to 3,000 daily summer visitors. At a base elevation of 1,255m the unique European inspired walkable village is located 45 minutes from Kamloops in British Columbia's interior. The community has a unique ski-in/ski-out public school, medical centre, and numerous recreational facilities.

KEY ROLES AND RESPONSIBILITIES:

- Oversee accounts payable functions, including processing and reconciling purchase orders, contracts, invoices, and payments via cheques and EFTs.
- Manage payroll processing and ensure accurate record-keeping.
- Maintain and reconcile records and sub-ledgers for accounts payable, accounts receivable, budgets, utility accounts, property taxation, and business licensing.
- Process and reconcile payments, cash receipts, and journal entries.
- Assist in managing the General Ledger, budgeting, and preparing financial reports, reconciliations, year-end working papers, financial statements, management reports, and external compliance reports.
- Recommend and implement process improvements to enhance efficiency and strengthen internal controls.
- Other accounting duties as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Advanced proficiency in Microsoft Office suite, with expert-level Excel skills.
- Strong familiarity with financial software applications and reporting tools.

- Ability to prepare, verify, and analyze financial data accurately.
- Exceptional time management, organization, and critical thinking skills.
- Excellent verbal and written communication, interpersonal, and customer service abilities.
- Ability to analyze and research financial information to resolve issues with diplomacy and discretion.
- Professionalism in handling interactions with municipal employees, the public, and suppliers with tact and courtesy.

REQUIRED EDUCATION AND EXPERIENCE

- Post-secondary degree or diploma in finance or accounting.
- Minimum of three years of accounting experience, preferably in a local government setting.

COMPENSATION

The hourly rate of pay for this position is \$35.62.

The Municipality offers a comprehensive benefits package that includes enrollment in the Municipal Pension Plan, health & wellness allowance, annual ski pass, extended health, and dental benefits as well as vacation and sick leave benefits.

TO APPLY

Please submit your resume to the attention of Cheryl Taylor-Gale, Director of Finance dof@sunpeaksmunicipality.ca by 4:00 pm on June 17, 2026