



Competition #V2023 Utility Billing Clerk (Full-Time, Temporary)

Internal Closing Date: 4:30pm, Wednesday, August 5, 2026

External Closing Date: 4:30pm, Wednesday, August 12, 2026

The Sunshine Coast

A natural paradise blessed with mild winters, beautiful surroundings, and showcasing the best aspects of outdoor adventure, arts, and culture. Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the ancestral lands of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) First Nations, this is the Sunshine Coast. Whatever hobby or interest you might enjoy, we have it right here. Hike the trails, get out in a kayak, try golfing, swimming, fishing, cross-country skiing, attend festivals, visit museums, go whale-watching, or any of the other recreational activities that are right at our doorstep. Big city life is only a 40-minute ferry ride away. A preferred tourist destination, a great place to live and play, now is the time to consider making this amazing place your home.

Utility Billing Clerk Position Overview

The Sunshine Coast Regional District (SCRD) is currently inviting applications for the temporary full-time position of Utility Billing Clerk to support and assist the Utility Billing Technician with the administration of parcel tax and the utility billing programs for the Sunshine Coast Regional District, ensuring timely and accurate billing is delivered with a strong customer service focus. Further details are included in the job description found at www.scrd.ca/careers.

Compensation and Benefits

We have what is being called one of the best compensation and benefits packages that are out there. Immediately upon hire this position includes an additional \$3.05 per hour cash-in-lieu of benefits, offers 6% vacation pay, and after 30 days of employment the wage rate will include an additional 5% in lieu of statutory holiday pay. After 90 days of employment, casual employees are eligible for up to five (5) paid sick days for previously scheduled work. Please note that current regular employees of the SCRD who post into temporary vacancies will retain full benefit coverage.

This **Utility Billing Clerk** is a bargaining unit position with a wage rate of **\$36.81 per hour**, working 35 hours per week, in a temporary capacity. Upon the return of the incumbent, there will be the opportunity to move from temporary full-time to casual along with the opportunity to join the General Casual List and potentially access work in other areas.

How to Apply

We welcome your application! Please send a current resume and a cover letter quoting the competition number via [email](#) by the closing date and time shown above. **In the subject line of the email please include your name and the competition number.** The SCRD is committed to equitable access to employment opportunities. We value a diverse workforce to best represent the communities we serve, and we thank all applicants in advance for your interest.

Contact: hr@scrd.ca or www.scrd.ca/careers