



HAMILTON POLICE SERVICE

Career Opportunity: **FINANCE CO-OP STUDENT** (1 position)

Posting #	#2026-011	JJR#	N/A
Job Title	Student	Civilian/Sworn	Civilian
Status	Summer Placement	Department/Unit	Finance
Salary Grade	N/A	Hiring Rate	N/A
Salary Range	\$18.00 to \$21.00 per hour		
Posting Date	February 12, 2026	Closing Date	March 1, 2026
Primary Job Location	Central Police Station, 155 King William Street, Hamilton		
Hours of Work	Monday-Friday, from 8:00am-4:00pm Placement Length: Approx. start of May to mid/end of August		

SUMMARY

About HPS

HPS patrols 1,113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as professional development, emergency response, crime prevention, fleet and facilities, IT, Records and HR. HPS is committed to the highest standards of integrity and professionalism in all its Divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

Position Summary:

The ideal person is a motivated and results-driven individual who is looking to join an organization committed to providing quality service and value to its community. The Finance co-op will be someone who is passionate about people and employee experience, well organized and able to manage priorities in a team-oriented and fast-paced environment. This co-op will

provide support to the Financial Coordinator with accounts payable, accounts receivable, general accounting, time management and payroll activities.

Duties may include, but are not limited to:

- Assists in maintaining payroll records under the direction of the Financial Coordinator, including:
 - Collection and recording of part-time timesheets and calculation of weekly part-time wages
 - Collection and recording of acting duty timesheets
 - Calculation and recording of applicable retroactive and performance pay
- Reviews and processes invoices, including identification of any required corrections, ensuring appropriate authorization and account distribution is recorded, for approval by the Financial Controller and Director, Finance
- Assists the Financial Coordinator in processing cheque requisitions, purchase orders, travel and mileage expense forms while ensuring appropriate authorization and account distribution are recorded
- Assists the Financial Coordinator in handling and processing cash/cheque reimbursements and applicable payment receipts for overages on travel and/or expenses on Statements of Mileage and Other Expenses and Purchasing Cards
- Maintains an organized filing system in both physical and electronic form
- Performs other duties, ad-hoc and reports, as related to the major responsibilities of the position

Working Conditions:

Standard office environment. Duties involve exposure to highly confidential and sensitive information that cannot be shared except pursuant to the order of the Director - Finance.

Physical & Sensory Demands/Dexterity:

Assignments will involve activities such as reading, writing, long periods of concentration on a computer screen, keyboarding, talking, listening, sitting, walking and standing.

Knowledge and Experience:

Prior work experience in an accounting or office environment is an asset.

Education:

Working towards a post secondary degree/diploma in Business Administration, Economics, Accounting, Finance or related field with a recognized Co-op placement requirement.

Certifications & Licences:

Not applicable.

INTERESTED IN THE POSITION?

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number **#2026-011** in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **Sunday, March 1st, 2026**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.

Accommodations: Hamilton Police Service is committed to equitable and accessible hiring practices. Accommodation during the recruiting process is available upon request, please let us know should you have any needs.



We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.

At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.