



CASHIER / RECEPTIONIST (STUDENT POSITION)

1. ORGANIZATIONAL RELATIONSHIPS

Reports to: Accounting Supervisor

Coordinates with: Clerk Typist Receptionists

2. KEY RESPONSIBILITIES

Under the direction of the Accounting Supervisor, an employee in this position will be responsible for assisting the Finance department with an emphasis on reception and switchboard operations, cashiering duties, opening and sorting of mail, and providing clerical support.

- **Reception:**

- Responds to in-person and telephone enquiries by directly providing information, transferring the calls/enquiries to the appropriate person or department, and completing documentation as required.

- **Accounting and Collection:**

- Performs cashiering duties including receiving, checking, listing and balancing cheques and cash receipts for a variety of accounts and utility services; prepares, balances and posts cash summaries and bank deposits; issues licences and permits while preparing and maintaining required documentation and records.

- **General Clerical:**

- Assists with typing general correspondence and forms; processing incoming and outgoing correspondence; inputs data and other computer related tasks.
- Performs other related duties as may be required.

3. REQUIRED QUALIFICATIONS

- Demonstrated experience in MS Word and Excel

Job Description – Cashier/Receptionist (Student Position)


- Ability to operate switchboard in calm and efficient manner even under adverse conditions or circumstances
- Ability to be polite, tactful and courteous when dealing with the public
- Ability to work independently and/or as part of a team
- Good knowledge of business English, spelling and punctuation

4. REQUIRED LICENCES AND CERTIFICATES

- Completion of Grade 12
- Completion of at least one year of post-secondary training in the accounting/business field or a combination of experience and training
- Criminal Record Check (as a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Reliability Status)

5. WORKING CONDITIONS

As per Policies and Procedures, and the Collective Agreement of the District of Kent.


Rick Kampen, Unit Chair, CUPE 458

Date: March 6, 2017


Wallace Mah, Chief Administrative Officer

Date: March 6, 2017