



The wild's calling...dare to answer!

We're on the prowl for an adventurous spirit to add to our herd:

Cashier/Receptionist (Casual, On-call Position)

(District Office)

Wage: \$28.90/hour

Are you a multi-tasker, able to respond quickly and confidently to the calls of the wild? Always chomping at the bit to lend a hand to others in need? Well-versed in numbers and like to dabble in records management? If you're an eager beaver looking for a variety of tasks to chew on, the District of Elkford is interested in what you have to offer.

This position is part of our Financial Services Department, focusing on front-line customer service and in-depth support to the financial services team. The successful candidate must be detail-oriented in a fast-paced environment and must be able to assist the public respectfully and tactfully.

Qualifications and experience requirements include, but are not limited to:

- Grade 12 diploma or equivalent
- Office Administration Diploma or equivalent
 - Minimum 2 years of office experience
 - Minimum 1 year cashier experience
- Minimum typing speed of 50 words per minute
- Microsoft Office and accounting systems experience
 - Local government experience preferred.

Submit your resume and cover letter, by April 15, 2024 at 4 p.m. local time, to:

District of Elkford

Attn.: Director of Corporate Services

744 Fording Drive

P.O. Box 340 · Elkford, B.C. · V0B 1H0

Fax: 250.865.4001 · **Email:** careers@elkford.ca

We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted.



**DISTRICT OF ELKFORD
EMPLOYEE POSITION DESCRIPTION**

Position Name: Cashier/Receptionist **Date Created:** January 11, 2013

Classification: CUPE, Schedule B **Date of Last Revision:** N/A
Cashier/Receptionist – District Office

Weekly hours: 35 hours per week (modified for EDO Schedule)

Schedule of hours: Monday to Friday 8 a.m. to 4:30 p.m. (modified for EDO Schedule)

Approval:

Chief Administrative Officer

Supervisor

Nature of Work:

Under the general direction of the Director, Financial Services, the position performs a variety of customer service duties (reception and clerical) for the District Office. The position is responsible for all cash receipting functions, all front counter inquiries and information requests (by phone, e-mail, facsimile and in person), greeting and directing the public, booking appointments and meetings, processing of all incoming/outgoing mail, clerical support for other departments, and maintaining files as per the District's records management program.

Duties and Responsibilities include:

- a) Customer service;
- b) Cash receipting;
- c) Word processing;
- d) Operating office equipment;
- e) Records Management;
- f) Mail;
- g) Clerical assistance to other departments and the Bylaw Enforcement Officer;
- h) Administrative assistance to all positions at the District Office;
- i) Other duties as assigned from time to time.

Qualifications and Experience:

- a) Grade 12 Diploma or equivalent;
- b) Office Administration Diploma or equivalent;
- c) Minimum two years general office and one year cashier experience; local government experience preferred;
- d) Typing speed of 50 WPM (minimum);
- e) Microsoft Office (word, excel, etc.) and computerized accounting system experience;
- f) Ability to receive and handle cash accurately;
- g) Ability to exercise courtesy and tact when dealing with both the public and staff;
- h) Ability to work with minimum supervision;
- i) Ability to communicate effectively, both written and orally;
- j) Ability to generate and verify accurate data;
- k) Ability to maintain confidentiality;
- l) Ability to organize work to meet deadlines.