



The Cash Office Clerk is part of the Finance team and will be responsible for the performance of a variety of duties from backroom calculation related tasks to client interactions with cash handling. They are a key contributor to the cash operation supporting events. They understand and have a proven ability for attention to detail and understand the extreme importance of accuracy and cash controls.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Finance Manager and/or Cash Office Supervisor the Cash Office Clerk is responsible for:

- Control and maintain all cash on-site
- Manage all cash orders as needed to maintain cash levels required
- Oversee and prepare all floats and change boxes for events as required
- Issue floats to Supervisors and ensure they are also verified by Supervisor
- Manage receipt of monies at the end of the event day and verify change boxes are correct and floats and deposits are received
- Oversee return of floats and changes boxes to main safe
- Reconcile cash deposits to batch off slips and deposit monies
- Manage deposits to bank via secure vendor
- Balance stock sheets in preparation for computer entry to inventory system
- Over see ATM machines on property including cash orders, levels and reconciliation for required reporting
- Supervisory responsibility will include overseeing the functioning of the Cash Office and associated team as required.

## CORE COMPETENCIES

- Customer Focus
- Quality Orientation
- Communication
- Problem Solving
- Energy & Stress
- Accountability and Dependability
- Team Work
- Operating Equipment
- Ethics and Integrity
- Knowledge and Proficiency using spreadsheets in Microsoft Excel and Outlook email

**EXPERIENCE & QUALIFICATIONS**

- Proven experience and competency in Cash Experience with Great Plains accounting system would be considered an asset
- Good understanding of reconciliation
- Strong attention to detail and accuracy
- Must be a team player and have great interpersonal skills
- Proven ability to work with different levels of management and staff
- The ability to work independently, collaboratively with the team and problem solve
- Excellent administrative, organizational, communication and interpersonal skills
- A positive and mature attitude

The position may vary between 4-5 days per week and will require flexibility to work shifts for events outside of Monday – Friday core hours including evenings and weekends based on events.

**AFFILIATIONS:** Westerner Employees Association

**Rate of Pay** \$15.34 - \$17.84

**APPLY TO:** Please email your Cover Letter and Resume, attention Human Resources with your name and the name of the position you are applying for in the subject line to [HR@westernerpark.ca](mailto:HR@westernerpark.ca)

**This job description is not intended to be all inclusive. Personnel may perform other related duties as requested to meet the ongoing needs of the organization.**