

Since 1891, Westerner Park has been a place for Central Albertans to gather and celebrate community events. Westerner Park is both an agricultural society and registered not-for-profit with charitable status. Each year, Westerner Park generates more than \$150 million in economic activity, more than 1.5 million visitors come through our gates to celebrate over 1,500 unique events. From weddings and banquets, hockey games and agricultural shows to concerts and trades shows, we continue to be there as Central Albertans join to share in their most memorable moments.

We pair first class facilities with down home service. We treat all our event organizers and guests with the same welcoming, approachable and trustworthy style that has defined our organization for the past 129 years. We enable and service other organizations to gather and celebrate their own purpose and cause.

We are an integral part of central Alberta. We take pride in the experiences we produce and the trade and commerce we facilitate. We support the rural and urban connection in Central Alberta, inspire youth, engage arts, culture and connect our community. Our collaborative spirit facilitates the growth and success of other non-profits and charities. We develop and apply strengths from volunteerism and partnerships for the betterment of our community as a whole.

SUMMARY

The Cash Office Clerk fulfills a supportive clerical accounting role for Westerner Park. The primary function of this role will be responsible for counting and verifying cash-outs, preparing floats for events, balancing large volumes of cash, ensure cash is safe-housed, distributed, and received; or in other areas as directed by the Director of Finance and Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Finance Supervisor, the Cash Office Clerk is responsible for, but not limited to, the following:

Collect Cash and Receipts

- Provide expert cash handling which includes sorting and counting coin and currency
- Collects money and sales receipts from cashiers and leads after event
- Counts all monies, compares and verifies totals against receipts or other documentation, such as petty cash
- Note any discrepancies or questionable transactions.
- Prepare the money for bank deposit and takes it to the bank, or hands it off to security or designated personnel responsible for safe transport of deposits
- Provides cash change services under significant time constraints
- Prepare floats and change boxes for events as required
- Responsible to receive cash-outs from various locations on Westerner Park
- Verify and balance electronic transactions from credit card system

Handle Daily and Weekly Paperwork

- Work with a variety of paperwork on a daily and weekly basis
- Complete the paperwork via accounting, word processing or spreadsheet software
- Paperwork includes cash sheets, deposit summaries, audit or discrepancy reports and purchase-related documentation, such as supply orders

Westerner Park supports diversity in all our human resources practices.

Administration

- Follow business policies and procedures to accurately fill out, file, and distribute all paperwork
- Follows up to confirm receipt and answer questions
- Additional duties as needed and as per the direction of the Finance Supervisor

CORE COMPETENCIES

- High degree of integrity and professionalism at all times
- Mathematical Aptitude
- Accountability and Dependability
- Team Player
- Ethics and Internal/External Customer focused

QUALIFICATION AND REQUIREMENTS

- Cash handling experience, accurate and expedient use of business machines, i.e., bill counters, coin counters and calculators
- 1 - 2 years bookkeeping and cash handling experience preferred
- High level of comfort with technology. Knowledge and proficiency using spreadsheets in Microsoft Excel and Outlook mail
- Strong attention to detail and accuracy
- Proven ability to work with different levels of management and staff
- The ability to work independently and collaboratively within a team
- Excellent administrative, organizational, communication, and interpersonal skills
- Works well under pressure
- Lifts up to 25 pounds without assistance; may lift up to 30 pounds with or without assistance
- Must be available to work flexible hours including early mornings, evenings, weekends and holidays as required
- Background Check required

WORK ENVIRONMENT

- Busy Event environment
- Interacting with Westerner Park leaders and cash handling employees
- Secure cash office environment
- Given Westerner Park is in the Major Events industry, this individual will need the ability to be adaptable and flexible with their time. Work will include evenings and/or weekend shifts as event volume dictates

AFFILIATIONS Member of the Westerner Employees Association

RATE \$16.32 - \$17.84

TO APPLY Please email your Cover Letter and Resume to Human Resources with your name and the name of the position you are applying for in the subject line to HR@westernerpark.ca.

Westerner Park supports diversity in all our human resources practices.

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

Thank you for your interest with Westerner Park. We look forward to reviewing your application.

Important Message: We thank all those who apply. Only those selected for further consideration will be contacted. This position will remain posted until a successful applicant is found.

Westerner Park supports diversity in all our human resources practices.