



Westerner Park is Western Canada's Event Centre...Your Home for Celebration! We provide premier facilities and service for agriculture and trade, sports and entertainment, conferences and meetings. We are community and team focused and continually growing.

The Cash Office Clerk will be responsible for counting and verifying cash-outs, preparing floats for events and balancing large volumes of cash, while maintaining a high degree of confidentiality, accuracy, prudence and security.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Controller, the Cash Office Clerk is responsible for:

- Provide expert cash handling which includes sorting and counting coin and currency.
- Preparation of bank 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.

CORE COMPETENCIES

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

EXPERIENCE & QUALIFICATIONS

- Cash handling experience, accurate and expedient use of business machines, i.e. bill counters, coin counters and calculators.
- 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.
- Must be available to work flexible hours including early mornings, evenings, weekends and holidays as required.

AFFILIATIONS: Member of the Westerner Employees Association

RATE: \$16.32—\$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.

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.

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 successful applicants are found.