



This is an exciting opportunity for the right individual who has Cash Control experience and wants to be part of a growing organization that makes a difference in Central Alberta. Do you have a positive attitude and a high attention to detail? You will get to work with an innovative team that fosters collaboration, welcomes new ideas and supports individual professional growth and development. Westerner Park offers a competitive compensation package, a positive work environment and great people to work with who want to be here.

The Cash Office Supervisor is a key member of the Finance Team and instrumental in the smooth cash flow to support our Departments for events. This position plays a key role in ensuring business processes are followed for risk management and cash control.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Finance Manager, the Cash Supervisor 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 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.



EXPERIENCE & QUALIFICATIONS

- Knowledge and Proficiency using spreadsheets in Microsoft Excel and Outlook email
- 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

APPLY TO: Email your resume attention to; Finance Manager the with subject line noted as “Cash Office Supervisor” to askus@westernerpark.ca . **PLEASE INCLUDE THE RANGE OF YOUR SALARY EXPECTATIONS.**

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.