

REVIEWED: February 18, 2015

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JOB TITLE – ADMINISTRATIVE CLERK III – CASUAL (U)
(RECEPTIONIST CASHIER)

POSITION SUMMARY

Routine activities shall include, but may not be limited to the following:

- controls public reception counter and public inquiries
- receives and processes all incoming payments
- processes routine municipal permits
- controls and maintains the Recreation Ultimate Pass/KinFit Pass Card System
- processes bank reconciliation on a monthly basis
- completes reconciliation of Waste Disposal Site Float, Recreation Centre Float, and Golf Course Clubhouse Fees

REPORTING RELATIONSHIP

- the Receptionist Cashier is under the supervision and reports directly to the Treasurer

RESPONSIBILITIES

- responds to public inquires and/or directs to the proper authority
- receives payments and issues receipts, balances funds and prepares bank deposits
- enters and/or verifies computer information as required
- handles all public photocopying
- inputs prepared Journal Vouchers and prepares Journal Vouchers as required
- processes and/or completes routine municipal permits
- responsible for nightly computer backup tapes
- general office messenger duties
- receives and processes inter-departmental vouchers, invoice payments, etc.
- assists in the preparation of Marriage Licences and Lottery Licences, including maintaining required files and background documents and ensuring adequate stock supplies are available.

- controls and maintains the Recreation Ultimate Pass/KinFit Pass Card System including the maintenance and distribution of digital membership lists to designated employees and/or contractors (i.e. Recreation Centre employees/Golf Course Clubhouse contractor)
- processes bank reconciliation on a monthly basis
- completes reconciliation of Waste Disposal Site Float, Recreation Centre Float, and Golf Course Clubhouse Fees
- assists in all other office duties as required
- general duty to work safely, in accordance with the Ontario Occupational Health & Safety Act and its Regulations
- use or wear the equipment, protective devices on clothing that the Employer requires to be used or worn
- report to the Employer or Supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger the worker or other personnel
- must take reasonable care necessary in the circumstances to avoid harm (due diligence)

IMPACT OF ERRORS

- clerical and accounting errors could be traced and corrected but would require duplication of effort
- failure to maintain organized Marriage Licence, Lottery Licence or other records in accordance with Provincial direction could negatively impact the Township's ability to issue licenses
- failure to maintain up-to-date records could negatively impact the performance of municipal operations
- failure to deal with the public efficiently and courteously at all times may result in poor public relations and/or discredit the municipality

DECISION MAKING

- uses judgment in protection of confidentiality
- determines which public inquiries and complaints can be personally answered or should be passed on to another department or authority
- organizes work assignments to meet deadlines

- requires judgment in daily work assignments to ensure accurate records are kept

WORKING RELATIONSHIPS

- high quality customer service and tact is required to maintain good relations when dealing with the public
- liaisons with Clerk Treasurer Administrator, Municipal Office staff and other Municipal Departments to complete required work assignments
- converses with Provincial Government representatives as required to obtain information and complete transactions

QUALIFICATIONS

KNOWLEDGE

- operation of a computer
- familiarity with other office equipment (i.e. photocopier, computer system, fax)
- knowledge of Accounting Principles
- excellent public relations skills

EDUCATION

- High School Graduate
- achievement in Fundamental Accounting Course is required
- Post-Secondary Accounting designation is desirable

EXPERIENCE

- 1 or more years in an accounting environment
- Municipal accounting or public sector experience is desirable

LEADERSHIP

- Basic leadership is required

INITIATIVE / CREATIVITY

- follows established procedures

- occasionally designs inter-departmental registers/files

WORKING CONDITIONS

- works in Municipal Office
- accident hazard low
- 7 hours of work per day

EFFORT

- work is subject to deadlines and interruptions
- operates calculator and computer where dexterity and pace is an important part of the job
- minimal physical exertion is required, although subject to visual strain, long periods of standing and disruptive noise of office machines and other employees
- courtesy and efficiency is required at all times when dealing with the public