



JOB CLASSIFICATION DESCRIPTION

ACCOUNTING CLERK I – RECEPTIONIST/CASHIER

DATE REVISED: July 2019

Job Summary:

Incumbents in this customer service position will have a variety of general reception and cashier duties of moderate complexity. Tasks include responding to enquiries about property taxes, utilities, bus passes and dog licences; directing enquiries to other City departments; clerical support to the Finance department; balancing cash and bank deposits; and basic accounting.

Primary Duties and Responsibilities:

- Acts as the primary telephone and front counter receptionist providing information for routine property tax, utility, bus pass, dog licence, and other general enquiries
- Performs the duties of the primary cashier including the receipt and processing of all payments, daily cash balancing and preparation of bank deposits
- Prepares general correspondence under the direction of others
- Performs filing and other administrative office functions for the Finance Department
- Manages office supplies and equipment
- Provides clerical and data entry assistance to Payroll Clerk
- Provides general assistance to Taxation and Utilities Clerk relating to property taxation and utility billing processes
- Responsible for mail processes, and pick-up and delivery of bank items
- Performs other related duties and functions as assigned

Required Qualifications:

Knowledge:

- Basic knowledge of accounting, cash balancing, property taxation, property assessments in a municipal context, utility billing, and basic payroll data entry
- Experience with Tempest is an asset

Skills/Abilities:

- Excellent interpersonal, problem solving and conflict resolution skills
- Demonstrated ability to work with the public and respond to enquiries and complaints in a diplomatic manner
- Work effectively while dealing with constant minor interruptions
- Excellent attention to detail while processing complete and accurate information
- Proven ability to work independently with minimal supervision and work well with others as part of a team in a positive manner
- Operate telephone systems/switchboard, accounting, clerical and computer equipment and peripherals
- Competent ability in Microsoft Excel and Microsoft Word

Education:

- Completion of Grade 12
- Successful completion of one year of a post-secondary accounting, business or office management program

Training/Certification:

- Possession of a valid Class 5 BC Drivers Licence and good driving record

Experience:

- Minimum of one (1) year of experience in a municipal finance setting or similar

OR an equivalent combination of both training and experience

The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.