



City of
Sault Ste. Marie

Job Vacancy

Position:	Cashier	Wage Range:	\$23.13 – \$26.37
Job Posting:	014-016-2019	Job Class:	5
Department:	Corporate Services	Shifts:	35 hours/week
Division:	Finance-Accounting	Posted:	February 14, 2019
Status:	Full Time	Closes:	February 22, 2019, 4:30pm

Primary Duties and Accountabilities include but are not limited to:

- Receive and process various payments and provide receipt; including property taxes, parking tickets, O.H.R.P., accounts receivable, local improvements, general receipts and departmental deposits.
- Maintain log of deposits.
- Receive and process batch payments for direct deposits, wire transfers, OCR bank payments, mortgage company payments and mail payments.
- Balance cash drawer; investigate discrepancies and correct as required.
- Print and distribute daily cash reports.
- Prepare daily bank deposits, secure funds and maintain log.
- Maintain file of post-dated cheques and post to appropriate account.
- Maintain accuracy and safe custody of cash floats and bait money.
- Reconcile Central Collections waste tag inventory and process sales to customers.
- Respond to general inquiries in regards to tax, parking, O.H.R.P. and accounts receivable.
- Perform other duties, as assigned.

Qualifications:

- Two (2) year College Diploma in Accounting/Business field or equivalent.
- One (1) year of related work experience, e.g. cashier / bank teller.
- Excellent customer service and communication skills.
- Experience with banking procedures and methods.
- Experience with handling and balancing cash.
- Ability to operate a terminal/cash register, scanning equipment and debit card equipment.
- Proficient knowledge of Excel.
- Basic computer skills (mainframe and personal computer).
- Perform repetitive work accurately and with little supervision.
- Stand and/or sit for prolonged periods of time.
- Organizational skills.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

To Apply: **Email** human.resources@cityssm.on.ca
 Subject line 014-016-2019 Cashier

This position is covered by a collective agreement, CUPE Local 67. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.