



Cashier/Receptionist – Finance Dept.

Permanent Part-Time Position (20 hrs/week)

Competition #2023-13

We are looking for a permanent part-time Cashier/Receptionist to join our team! Working under the direction of the Deputy Treasurer and Director of Finance/Treasurer, this position provides telephone and front counter reception and acts as the first point of contact for the public. This position serves as a cashier in taking bill payments and processing sales for the Town, answers telephone calls, responds to walk-ins, as well as provides administrative services to the Finance Department as required.

Duties include but are not limited to:

- Acts as telephone and front counter reception. Refers calls and visitors to appropriate departments.
- Responds to general public inquiries via telephone and in person at the front counter.
- Opens and distributes all incoming mail; prepares outgoing daily mail and processes courier requests.
- Tracks and orders office supplies, as required.
- Collects cash and all other types of payments to process tax, water, and miscellaneous payments at the front counter. Prepares and reconciles daily cash/cheques, debit, and credit card deposits.
- Processes sales of licenses, permits, dog tags, ticket events, registrations, and sundry items. Prepares cash receipting reports on revenue sources, as required.
- Responsible for collecting and submitting reporting requirements for the Town's Facility Rental Insurance Program.
- Responsible for the Finance Department's Records Management Program and filing.
- Offers support to other finance staff when needed.

Required Qualifications:

- A Secondary School Diploma is required.
- Bilingual in both official languages (French and English).
- Excellent computer skills including word processing/spreadsheet software, internet and email programs, records management software and related office equipment.
- Must have excellent math skills and cashier experience.
- Must possess superior public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, local boards/commissions, community groups and organizations and the general public.
- Must be well organized and able to deal with multiple priorities.
- Knowledge of basic Occupational Health and Safety practices is important.

Compensation: The current rate of pay for this position is \$25.74 per hour plus 4% vacation pay, based on a 20-hour work week (Monday to Thursday).

Interested individuals are asked to forward their resumé and cover letter no later than **12:00pm. on April 6th, 2023**, to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.