



Competition No.: 2017-16 Hours of work: No guarantee of hours
Close Date: Open until filled Remuneration: \$17.08
Locations: Finance

Finance Department - Casual

Description:

The City of Selkirk is accepting applications for casuals within the Finance Department to assist with providing customer support at the front counter, performing cash receipting functions and financial and administrative duties.

Responsibilities & Duties

- To perform the cashier functions in a timely manner consisting of processing payment of accounts and issuing receipts, when applicable, balancing cash on a daily basis and maintain reports on file, responsible for the Petty Cash system within Department, responsible for processing receipts, revenue streams as received along with other deposits.
- Responsible for the reconciliation of park gate, campground and boat launch sales to general ledgers, garbage tags and ticket volumes to general ledger, recycling containers (blue boxes) to general ledger, Waste Transfer Station receipts to the general ledger and supply documentation for charge accounts to be billed, pool to general ledger, all concessions presently operated by the City, petty cash for Department, and other revenue streams.
- To maintain the licensing system consisting of issuing licenses for lottery and animal, maintaining records for lottery licenses, submit annual report to Licensing and Gaming Authority, as per instructions.
- Responsible for processing Electronic Data Interface (EDI) and Telpay for the payment of Taxes and Utilities.
- Responsible for processing NSF/Void payments and associated correspondence and documentation.
- To process outgoing and incoming mail on a daily basis.
- To maintain: post dated cheque system; ordering of office equipment/supplies for Department; postage machine to include maintenance calls and ensure sufficient funds are available at all times; 3-in-1 mailing/insert, including maintenance calls; Department information on City's website.
- To perform other related duties as may be assigned.

Required Education and Training:

- Grade 12 diploma
- Post-secondary education with a focus in accounting
- One (1) year office experience
- Proficient in using Microsoft Office programs specifically Excel, Word and Outlook, as well as researching information on the internet
- Excellent oral & written communication skills
- Must possess excellent organizational, time management and filing skills
- Ability to work in a team environment
- Ability to establish and maintain positive working relationships with employees at all levels of the organization, external contacts and the public, in accordance with the Respectful Workplace Policy
- Provide a Clear current Criminal Record Check
- Must be bondable

Comments:

This opportunity is open to all applicants. Work performed within the Finance Department is applicable to union dues, but is not entitled to any other benefits or entitlements under the Collective Agreement except for Article 24.

Interested individuals are to specify position being applied for and direct their application to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: jobs@cityofselkirk.com

Applicants scheduled for an interview are to be advised that selection testing may be applied to verify computer competence and written communication skills.

Thank you to all who apply, however, only those candidates selected for selection testing and interviews will be contacted.