

CITY OF TERRACE

VACANCY



ACCOUNTING CLERK II (AQUATIC CENTRE CASHIER)

(REGULAR, FULL-TIME)

The City of Terrace is currently looking for a qualified applicant to fill the regular, full-time position of Accounting Clerk II (Aquatic Centre Cashier) with the Leisure Services Department. Under the direction of the Aquatic Foreman, the Aquatic Centre Cashier will perform a variety of accounting and clerical duties associated with the Aquatic Centre function.

Examples of Work Performed:

1. Operate point of sales (POS) system including setup and ongoing maintenance of keyboards and item pricing, and train Lifeguards and Cashiers on POS system;
2. Receive cash, perform all cash procedures including issuing receipts and credit card transactions, record and balance daily cash transactions, and prepare reports, as required;
3. Answer public enquiries about the Aquatic Centre, programmes and schedules;
4. Issue facility passes and registrations utilizing CLASS for Windows software, train Cashiers and Lifeguards on CLASS system, book aquatic facilities and group lessons, prepare completion certificates and other records and statistics, as required;
5. Perform a variety of clerical and secretarial duties for the Aquatic Centre, draft routine correspondence, maintain files for correspondence, programmes and records, and set up and type aquatic programme information for Recreation Guide;
6. Participate in the hiring and training of casual Cashiers, and direct Cashier in-service training and staff scheduling;
7. Know and follow emergency procedures, when necessary, and assist in maintaining discipline in lobby, washrooms and change rooms;
8. Other related duties, as required.

Minimum Training and Experience:

1. Secondary school graduation;
2. Minimum of two years' related experience, including bookkeeping and secretarial;
3. Ability to operate related equipment;
4. Computer experience, preferably in a Windows environment, with Word and CLASS software;
5. Accurate typing speed of 55 wpm;
6. Good working knowledge of WorkSafeBC Regulations, as relates to the work involved;
7. WorkSafeBC Level I First Aid;
8. Ability to work independently and to accomplish tasks and assignments;
9. Ability to deal effectively with co-workers and the public;
10. Good written and oral communication skills;
11. Valid Class 5 B.C. Driver's Licence.

This is a regular, full-time Union position (CUPE Local 2012) with a 35 hour work week. The successful applicant will be required to submit a criminal record check prior to commencing employment.

Resumes will be received no later than **4:30 p.m., Friday, November 23, 2018.**

Forward applications to **Terri Williamson, Human Resources Manager, City of Terrace, 3215 Eby Street, Terrace, B.C. V8G 2X8; Tel. (250) 638-4723; Fax (250) 638-4777; or e-mail to hr@terrace.ca.**

Please refer to Job Posting #59-2018 when submitting your resume.

The City of Terrace thanks all applicants for their interest, however only those being considered for an interview will be contacted.