



## **JOB OPPORTUNITY**

### **INSIDE CASUAL**

#### **Primary Function**

Provide Cashier backup and clerical support for the Finance, Clerks, Fire, Planning & Development Services and Public Works & Community Services Departments. The priorities for this position are to provide coverage for the cashier position and to provide assistance for the monthly water billings and the bi-annual tax billings.

#### **Duties and Responsibilities**

**Specific job descriptions will be provided however some job tasks include, but are not limited to:**

- Process daily over the counter, EFT and mail receipts
- Balance daily cash receipts and preparation of daily bank deposits, maintain cash drawer daily
- Responsible for the entering of new pre-authorized payment applications for taxes and water
- Sorts water bills for duplicate addresses, out of province, high consumption, arrears
- Fold, stuff and aid in coordinate mailing of bills
- Act as the primary contact for the Department with the public from a variety of channels: in person, telephone, email and customer service counter
- Provide excellent customer service to the public
- Prepare correspondence, reports and by-laws for Council meetings
- Physical filing, scanning and attaching documents digitally in software programs
- Inputting data for invoicing, distributing invoices and receiving payments
- Prepare purchase orders and process accounts payable for payment
- Maintain databases and tracking for departments
- Process incoming and outgoing mail and courier packages

#### **Education/Experience**

- Minimum 2 years Post-Secondary school diploma in an accounting program
- Post-Secondary Certificate in Office Administration
- Minimum 6 months of banking and financial experience in a bank setting or a municipal environment
- Minimum 2 years experience in bookkeeping and clerical experience
- Minimum 2 years customer service experience
- Accurate and efficient keyboarding, spreadsheet and database skills

- Proficient with Microsoft Office products
- Aptitude for learning new computer systems quickly (financial and booking)  
Examples include: Diamond Municipal Financial System, CityWide, Active Net, eScribe

## Conditions of Employment

### PHYSICAL/SENSORY DEMANDS:

- Work involves mental and visual concentration with frequent interruptions
- Excellent verbal and written communication skills required
- Must be able to deal effectively with the public and City staff
- Ability to organize own work, set priorities and meet critical deadlines
- Strength to lift boxes up to 40 pounds
- Required to work outside of normal working hours as needed

### JOB ENVIRONMENT:

- Standard office environment
- Required to commute to City facilities based on the position being filled

**Job Location:** City Hall  
3540 Schmon Parkway, Thorold

**Number of Positions:** 1 casual position

**Hours of Work:** Monday to Friday;  
Varies by Department

**Posting Date:** May 26, 2022

Interested candidates are invited to submit their detailed resume and cover letter to the Manager of Human Resources, via [hr@thorold.ca](mailto:hr@thorold.ca), **this posting will remain active until the position is filled**. Please indicate the position you are applying to in the email subject line. **Only those applicants selected for an interview will be contacted.**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human rights code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.