

Job Information

Job title	Senior Cashier	Job Code: SRCASH	Pay Grade: G
Title of immediate supervisor	Supervisor- Revenue Collection		
Department/Division	Finance / Revenue Services		
Prepared by	N. Pallan		
Date Created	May 21, 2015	Revised date	
Dept Head Signature	Originally signed by Valla Tinney	Date	September 23, 2015

Job Purpose

Performs various cashiering duties. Receives, makes changes and provides daily balances concerning a wide variety of payments as well as disseminating detailed information related to the delivery of Revenue Services programs to the public and other departments. Relationships must be established and maintained with the public and while the work must be performed quickly, utmost accuracy is essential.

Duties and Responsibilities

- Issues receipts for payment received for a variety of municipal services and levies.
- Receives daily deposits from other sections and facilities within Saanich for amalgamation with Municipal Hall receipts.
- Balances payments to total receipts on a daily basis.
- Reconciles total payments to daily summary total in coordination with another employee.
- Answers questions from the public related to municipal charges and related programs.
- Directs difficult enquiries to the department concerned or Supervisor/Manager.
- Controls petty cash, returned cheques, garbage sticker inventory, local service taxes commutation ledger, and reconciles commercial vehicle licence decal sales.
- Liaises with the Accounting Division on items relating to accounts receivable and other municipal charges.
- Enters and maintains parking offence notices and municipal tickets.
- Controls and maintains cash deposit receipt log.
- Coordinates the daily workflow and prioritizes within the Cashiering function.
- Directs other cashier staff, coordinates scheduling with Supervisor, assigns tasks and prioritizes workload, ensures deadlines are met and accuracy maintained, and provides training where required.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- One year of post-secondary courses in business, accounting, or office procedures.
- Experience in dealing with the public.
- Experience in directing other staff.
- Two years of experience in a municipal property tax office environment including one year of experience as a cashier.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 40 wpm.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.