

TREASURY RECEPTIONIST/CASHIER (TERM)

The City of Camrose is seeking a highly motivated, energetic and reliable individual with a strong aptitude in customer service to join our Financial Services department as a Treasury Receptionist/Cashier for a **6-month term**. Reporting to the Director of Treasury Operations, the Treasury Receptionist/Cashier will be the first line of contact for customers entering City Hall.

FUNCTIONS:

- Provides reception, customer service and administrative assistance;
- Receives payment on behalf of the City and related documents and outside agencies;
- Maintains file system of post-dated cheques and processes payments;
- Responsible for handling large amounts of cash;
- Ensures that proper control and security measures are adhered to with respect to funds being held.

QUALIFICATIONS:

- High School Diploma;
- A minimum 2 years of exemplary customer service supplemented with completion of an office/secretarial program, or equivalent;
- Basic accounting knowledge, skills and training are considered an asset.
- Proficient in Windows and Microsoft Office Suite;
- Exceptional customer service and public relation skills to effectively maintain professional relationships and communications with co-workers, internal customers and the public;
- Strong written and verbal communication skills;
- Ability to handle multiple tasks;
- Ability to maintain a high level of confidentiality.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday. This role is for a 6-month term ending August 31, 2019.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by February 15, 2019 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.

CONTACT:

City of Camrose

Attention: Director of Treasury Operations

Mailing and Office Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

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