



Job Search

Cashier / Accounting Clerk - CLOSSES: Thursday December 8, 2022

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #641

Date Posted: November 30, 2022



Internal / External

The Corporation of the City of St. Thomas, Treasury Department,
has an opening for the following position:

CASHIER / ACCOUNTING CLERK

CUPE 841 - Regular, Full-Time

Job Posting #:641-11-22

POSITION SUMMARY:

This CUPE 841 position, under the direct supervision of the Manager of Accounting, performs cashier, accounts receivable and other accounting functions. Handles general accounting and tax-related telephone and counter inquiries. Provides back up to other sections of the Treasury Department as required.

MAJOR TASKS:

1. Receives and processes tax and miscellaneous payments, reconciles the cash drawer, and prepares bank deposits.
2. Receives and processes electronic payments such as bank download of online payments, electronic fund transfer deposits and various departments' Point of Sale settlements.
3. Performs customer service duties, including telephone and counter inquiries, providing property tax and other information.
4. Reconciles accounts receivable to the General Ledger, processes monthly statements and interest on overdue accounts, and monitors the aging.
5. Inputs parking tickets into the ticket processing system, sends out unpaid ticket reminder notices, and sends a report of past-due tickets to the Provincial Offences Office. When required for trial dates or striking tickets, uses the Ministry of Transportation system to order plate abstracts.
6. Receives, sorts, and distributes departmental mail.
7. Monitors and orders office supplies as needed.
8. Processes standard monthly journal entries and provides financial and other reports as required.
9. Prepares and/or assists with monthly account reconciliations as required.
10. Types correspondence, reports, notices, and other administrative materials.

11. Acts as a resource to other Treasury staff and provides backup to various Treasury functions as required.
12. This position must be compliant with all provisions of the Occupational Health and Safety Act, related to "Duties of a Worker."
13. Performs such other duties as may be assigned.

QUALIFICATIONS:

Minimum post-secondary school graduation diploma/certificate with specialization in business-related subjects, together with two years' experience in a similar position, in a computerized office environment, or an equivalent combination of education, training and experience. Microsoft GP Dynamics experience and basic knowledge of property taxation in a municipal context is an asset.

CONDITIONS OF EMPLOYMENT:

May be required to work beyond the normal hours of work.

Remuneration Range: \$25.80 - \$32.25 per hour (2023 rate) working 35 hours per week plus a comprehensive benefits package.

Applications must be received no later than Thursday December 8, 2022 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been successfully received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type Hourly

Apply Now