



DISTRICT OF SAANICH
FINANCE
REVENUE SERVICES

REVENUE CLERK / CASHIER

Up to 2 Temporary Full Time Positions
(Up to 15 weeks)

As part of the Revenue Services team, the Revenue Clerk/Cashier provides excellent customer service to the taxpayers of Saanich and performs property tax, business and dog licence, cashier, and clerical duties. In addition to providing excellent customer service, suitable applicants must possess problem solving and relationship building skills to be an effective communicator.

Requirements include: completion of Grade 12 or equivalent; one year of post-secondary courses in business, accounting, or office administration; experience in dealing with the public; minimum of one year experience in an accounting office environment; minimum keyboarding speed of 40 wpm and experience in receiving and balancing of cash. Candidates with an equivalent combination of education and experience may be considered.

The successful candidates will work Monday to Friday, 8:30 a.m. - 4:30 p.m. The estimated duration of these position is up to 15 weeks: one position is from May - Sept and one position is from May - July.

These are C.U.P.E. Local 2011 positions with a wage of \$34.41 per hour plus 15% in lieu of benefits. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Wednesday, April 24, 2024 quoting competition 24108 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. Applicants must provide proof of typing speed from a recognized educational institution or hiring agency. Although we thank all applicants for applying, only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca.