



## FINANCE CASHIER (casual)

The City of Port Alberni is currently accepting applications for a casual Cashier to work in the Finance department at City Hall.

This position involves accounting and cashier work including receiving and balancing payments, providing information and assistance to the public in response to enquiries and questions concerning taxes, water rates, accounts and related matters, preparing reconciliation of deposits from different payment systems, and typing letters, reports, records and related materials.

Applicants must have the following qualifications:

- Completion of Grade 12 (or equivalent)
- Previous reception and cash handling experience
- Excellent customer service skills
- Demonstrated experience using MSOffice programs

Shortlisted applicants will be required to successfully complete a police information check. The rate of pay for this position is \$31.61 per hour plus 15% in lieu of benefits.

To apply for this position please forward a resume and cover letter, along with copies of the required qualifications, by 4:30 pm on June 9, 2023:

Attention: Human Resources

By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8

By email: [humanresources\\_resumes@portalberni.ca](mailto:humanresources_resumes@portalberni.ca)

***We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.***

