

September 26, 2016

**Cashier-Clerk (Finance)**  
**Regular Full-Time**  
**JP#16-80**

*Contribute to making the District of North Vancouver a great place to live, work and play for generations to come. Stretching from Deep Cove in the east to the Capilano River Canyon in the west, the District of North Vancouver is characterized by innovative municipal government that maintains and enhances the quality of life for its residents and businesses.*

A regular full time opportunity is currently available for a Cashier Clerk in the Revenue and Taxation Department performing cashier and clerical work which involves receiving, recording, balancing and processing receipts for a variety of payments such as taxes, fees, bills and related charges and accounts. The incumbent will provide account specific information to the public on items pertaining to tax and utility account charges, as well as perform a variety of clerical tasks pertaining to provincial tax assistance programs and supporting municipal tax program administration. The incumbent is responsible for establishing and maintaining effective working relations with the public as well as liaising on clerical issues with the provincial tax assistance administration branches. Work is subject to review by a superior in terms of accuracy and effectiveness in dealing with the public, and other governmental jurisdictions.

**The successful applicant will have:**

- Considerable knowledge of account classification cash register operations
- Considerable knowledge of modern office methods and procedures used in receiving and recording remittances
- Sound knowledge of the basic principles of accounts receivable
- Ability to maintain a high degree of accuracy in all tasks
- Ability to perform cashiering duties with minimal supervision accurately and deal with the general public courteously and effectively
- Ability to perform clerical tasks of moderate complexity and perform under periodic work pressure
- Ability to use a personal computer and related software applications

**Qualifications:** Completion of the 12<sup>th</sup> school grade, along with related experience in a bank or financial institution, or an equivalent combination of training and experience. Completion of an Accounting Certificate would be considered a definite asset.

**Salary range:** \$23.61-\$27.75 per hour based on a 35 hour work week (2015 rates)

**Closing Date:** Open until filled

**Please apply to:** [www.dnv.org/careers](http://www.dnv.org/careers)

*We thank you for your interest in employment with the District of North Vancouver and advise that only those shortlisted for an interview will be contacted.*