



**WESTBANK
FIRST NATION**

Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Central Cashier
MINIMUM SALARY: Commensurate with experience
DEPARTMENT: Financial Services
TERM: Part-time Permanent

POSITION SUMMARY:

The Part-Time (PT) Central Cashier will serve as back up to the Full Time (FT) Central Cashier as required, and will provide full time assistance as a second Cashier when required during busy times such as the Property Tax collection season. The PT Central Cashier will be responsible for the processing of all payments received by Westbank First Nation (WFN), including accepting all forms of payment, coding them correctly according to type of payment, closing, balancing, posting receipts, and ensuring that funds are deposited to the correct bank account on a regular basis. Related duties include front desk reception such as answering questions from WFN customers, answering the government office phone, and responding to queries from WFN staff in regards to specific cash receipts or bank deposits. As the face of the WFN Government, the PT Cashier must have a dedication to customer service and ensure that all customers are treated with the highest levels of courtesy and respect.

DUTIES AND RESPONSIBILITIES:

- Receives payments at WFN Central Cash counter from customers for all of WFN services including Property Tax, Utilities, Business Licenses, Pet Licenses, Building Permits, Municipal Tickets, and other similar local government payments, as well as other WFN receipts from all sources
- Processes the payment according to type (ie. cash or cheques, debit or credit card)
- Enters receipt into Vadim or other financial reporting systems, as directed, in order to record receipt in the proper ledger and credit the correct customer account
- Prints customer receipt to issue to customer and posting record to reconcile payment
- Separates payments in cash drawer according to type of receipt and bank
- Balances cash batches to actual cash on hand on regular (daily) basis
- Opens and closes cash desk
- Closes batch and posts once balanced to receipts and bank deposit
- Prepares bank deposits while ensuring funds go to the correct bank account based on the correct fund (Utilities, Tax, Local Government, Housing, General, etc.) as required
- Receives nightly fax copies of telephone and internet payments on account; enters these into the system and files payment record; posts and reconciles internet payment batches
- Receives miscellaneous payments (cash and cheques, not on account) on behalf of WFN; date stamps and enters payments into manual cash receipts journal for distribution and processing by other financial services staff
- Maintains relevant files and assists with property taxation filing as requested
- Answers questions from customers in regards to account balances including responding to phone calls
- Answers queries in regards to cash receipts from fellow employees - e.g. in regard to bank reconciliations, account balances, cash receipt batches
- Attends various meetings and training as required
- Commits to building capacity and continuous improvement through training and education
- Other related duties as directed by the Accounting Coordinator
- Performs all duties and responsibilities in accordance with the Westbank First Nation policies standards and procedures
- Maintains confidentiality on all matters relating to the affairs of the Westbank First Nation.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Minimum Grade 12 or equivalent
- Successful completion of a one year accounting or bookkeeping course, or equivalent educations/experience
- Proven keyboard, computer, office, and reception training, and/or equivalent experience
- Cashiering, cash receipts, customer service, banking, or retail experience is an asset; experience must have included cash closing, cash balancing, and bank deposit preparation
- Office skills including filing, word processing, data entry, and adding machine
- Municipal or property tax experience is an asset
- Personable, outgoing, and dedicated to customer service
- Able to work effectively with others in a team environment and willing and able to cross-train and learn related skills
- Proven basic accounting, keyboarding, and computer systems operations including basic knowledge of MS Office – specifically Excel and Word
- Acceptable Criminal Record and Credit Check are required
- Responsible and trustworthy

A competitive salary and benefits package is offered. Further information can be obtained at www.wfn.ca by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right-hand corner of the homepage.

Interested applicants should email an [application form](#), [cover letter](#), and [resume](#) by **Friday, December 8, 2017**. **Please reference #17-29 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

Incomplete and/or late submissions will not be accepted

Recruitment/Training & Development Coordinator
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