



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

POSITION

Clerk Cashier

POSTING

25-33

POSTING TYPE

Internal

POSITION TYPE

Term

HOURS OF WORK

Part-Time
(Minimum of twenty (20) hours per week)

DEPARTMENT Finance

HOURLY RATE \$34.7182 - \$36.5157 per hour, Pay Grade 3 – Schedule “A” Inside Employees

POSITION SUMMARY

Reporting to the Financial Services Manager, the Clerk-Cashier provides the public with efficient and courteous cashier services and maintains the records and files for a variety of departmental services (including parking and animal control). The incumbent also performs general procedures, reconciliations and reports related to the services provided by the Finance Department. The incumbent may also provide backup relief to the Receptionist.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma or GED
- Office Administration Certificate, or equivalent

EXPERIENCE

- Three (3) years' related office experience, including:
 - One (1) year of accounting experience; and
 - Two (2) years of cash experience

Municipal/government experience in cash/accounting will be considered an asset.

SPECIFIC SKILLS

- Accurate and efficient written/keyboarding skills
- Sound knowledge of accounting and office practices/procedures
- Demonstrated ability to prepare and maintain accurate and complete documents, forms, and records.
- Ability to use computers and applications in a proficient manner, including accounting software, Microsoft Outlook, Word and Excel.
- Excellent verbal and written communication skills
- Good organizational and time management skills
- Demonstrated ability to exercise considerable tact, courtesy and diplomacy when dealing with members of the public, other agencies and staff

SPECIAL REQUIREMENTS

- High degree of initiative and sound judgement.

- Demonstrated ability to work with minimal supervision
- Ability to maintain confidentiality
- Criminal Record Check.

CLOSING DATE **6/25/2025, 4:00pm (MT)**

Interested applicants are requested to submit a cover letter and resume to:

Human Resources

City of Cranbrook

40 – 10th Avenue South, Cranbrook, BC V1C 2M8

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15