

Job Information

Job title	Revenue Clerk / Cashier	Job Code: CLREV	Pay Grade: E
Title of immediate supervisor	Supervisor- Revenue Collection		
Department/Division	Finance / Revenue Services		
Prepared by	N. Pallan		
Date Created	May 21, 2015	Revised date	
Dept Head Signature	Originally signed by Valla Tinney	Date	September 23, 2015

Job Purpose

Performs business licence, property tax, dog licence and relief cashiering duties. Duties for clerical work include responding to enquiries from the public, legal firms and lending institutions. Duties for cashiering work include receiving a wide variety of payments, as well as disseminating detailed information related to the delivery of Revenue Services programs to the public and other departments.

Duties and Responsibilities

- Provides verbal and written factual information related to property taxation and municipal charges.
- Receives daily deposits from Recreation Centres for inclusion with Municipal Hall receipts.
- Sorts, checks, processes, and issues receipts for payment a wide variety of receipts and documents submitted to the Municipality.
- Balances payments to total receipts on a daily basis; reconciles total payments to daily total.
- Maintains records and documentation relating to property taxation including data entry and data file maintenance.
- Sets up and maintains business licence records or dog licence records, including data entry and data file maintenance.
- Issues business licences, dog licences and tags.
- Prepares and processes batches of property tax payments.
- Sorts, collates, checks, processes, transports and files office records and departmental mail.
- Types a variety of forms, reports, letters, envelopes, etc.
- Receives, processes and records a variety of inquiries.
- Computes late payment penalties, arrears interest and prepayment interest for property taxes, statistical reports and other routine office records.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- One year of post-secondary courses in business, accounting, or office administration.
- Experience in dealing with the public.
- One year of experience in an accounting office environment.
- Experience in receiving and balancing of cash.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 40 wpm.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.

