



# Job Opportunity

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<b>Position:</b>	Interim - Treasury Float
<b>Department:</b>	CUPE 65 - Civic Centre/Public Works
<b>Commencing:</b>	As soon as possible
<b>Rate of Pay:</b>	\$28.69 per hour
<b>Deadline:</b>	Thursday, November 12, 2020 at 4:30pm
<b>Position Description:</b>	Enclosed

Please apply by submitting a completed application form and email to [jobs@fortfrances.ca](mailto:jobs@fortfrances.ca)

This opportunity is for casual work, as required. Available hours will be based on operational needs.

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For more information please contact Dawn Galusha, Treasurer at 274-5323 (ext. 1225)

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## Position Description

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**Position Title:** Interim - Treasury Float

**General Supervisor:** Treasurer

**Employee Group:** CUPE and its Local 65

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### Position Summary

- The incumbent provides office coverage and assists with a variety of Treasury functions to support the department and to provide coverage for clerical staff
- The incumbent provides support to the Administration & Finance Division as a whole

### Direction Received

- The incumbent reports to the Treasurer and Deputy Treasurer, and occasionally takes direction from the Clerk's Department

### Direction of Others

- Not applicable

### Revenue, Asset and Expenditure Scope

- Not applicable

### General Responsibilities

- The incumbent may support (but is not limited to) any of the following bargaining unit positions:
  - Head Cashier, Receptionist, Water and Sewer Billing Clerk, Accounts Payable Clerk, Payroll Clerk, Tax Administrator.

- The incumbent provides support to the Administration & Finance Division
  - Includes performing any other duties for the Division as required

### **Education and Qualifications**

- Demonstrated transferable skills
- Related education and/or experience
- Ontario Secondary School Diploma (or equivalent)

### **Knowledge, Ability & Skill**

- Communicates effectively, both orally and in writing
- Demonstrates proficiency in a computerized office environment
- Competent in the use of Microsoft Office; email and the Internet
- Experience interacting with and providing excellent service to the public
- Demonstrates a willingness to learn and the ability to adapt and take initiative
- Able to organize and complete work assignments under minimal supervision
- Demonstrates the ability to multi-task and prioritize with a high level of accuracy

### **Effort**

- Frequent interruptions for short periods of time
- Fluctuating workloads in the absence of regular staff
- Muscular and sensory strain for moderate to prolonged periods of time

### **Working Conditions**

- The incumbent works on a casual basis, as required.
- Over 95% of a typical workday is spent indoors in a shared office environment
- Work outside of regular business hours may be required due to critical deadlines

### **Conditions of Employment**

- Satisfactory Criminal Background Check