

# CITY OF HAMILTON

**LAST UPDATED SEPTEMBER 11, 2019**

**CITYHOUSING HAMILTON**  
**(FINANCE SECTION – LOCATION – 55 HESS ST SOUTH, 23<sup>rd</sup> FLOOR)**

**FINANCIAL ASSISTANT III/CASHIER – CUPE 5167**

## **SUMMARY OF DUTIES**

Reports to the Chief Financial Officer. Performs a variety of accounting, support and administrative functions.

## **GENERAL DUTIES**

Word processes correspondence, memos, forms and envelopes.

Photocopies work for other staff.

Performs filing of invoices, reports, etc.

Performs data entry functions. Tracks and/or documents data entry problems.

Documents data, retrieves data and generates computer reports as required.

Prepares Accounts Payable batches in Arcori/ Enters invoices in Northgate.

Adjusts Accounts Payable voucher in preparation for posting in PeopleSoft.

Balance cash and prepare bank deposit for security pick-ups on a daily basis.

Operate Interac terminal, issue receipts and balance daily.

Input post-dated cheques into the PARIS system and ensure post dates are deposited to tenant accounts on first of every month.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

## **QUALIFICATIONS**

1. Previous business admin experience related to duties listed above normally acquired through a combination of education and relevant work experience.
2. Experience in fundamental business math skills and working knowledge of basic accounting concepts normally acquired through a combination of education and/or related work experience. Demonstrated ability to operate a point of sale cash register.
3. Experience in a computerized environment. Proficient working knowledge of Microsoft Office XP (Word, Excel, Outlook, PowerPoint) and database software. Ability to input and retrieve data accurately and at an acceptable speed as well as ability to maintain database. Northgate or PARIS experience would be an asset.

4. Must be well organized, professional, possess initiative, good judgement and ability to work independently.
5. Demonstrated ability to accurately and quickly convert information from written, typed or printed documents into database applications.
6. Must possess good organizational and interpersonal skills in order to deal with staff, tenants and the general public in a timely and efficient manner.

**NOTE:**

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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