

## City of Pembroke

### **Treasury Clerk (Student) Job Summary**

Treasury Department

Reporting to the Treasurer/Deputy Clerk

Rate of Pay - Ontario Minimum Wage

### **Education, Skills, Abilities**

1. Must display effective interpersonal, communication, administrative and organizational skills.
2. Experience with handling large sums of money and reconciling daily logs
3. Proficient in the use of computer applications including Microsoft Word, Excel, and Outlook;
4. Preference will be given to post-secondary students in Business Administration, Finance or Accounting.

### **Responsibility:**

Reporting to the Treasurer, you will assist the Treasury Department ensuring the smooth and efficient day-to-day operations. You will also display excellence in customer service, acting as an Ambassador for the City, welcoming visitors and the general public in a friendly and courteous manner and to provide departmental information when requested.

### **Duties**

1. Perform duties of front desk cashier
2. Assist with answering telephones and responding to front desk inquiries in a prompt and courteous manner, as required;
3. Assist with daily typing and filing;
4. Document, organize, and arrange shredding of records as directed by the Treasurer;
5. Assist with preparation of budget package for Council presentation;
6. Prepare letters and spreadsheets relating to the Treasury Department.
7. Perform any other related duties as may be required or assigned by your supervisor.

### **Hours of Work:**

Thirty-Five (35) hours per week, Monday to Friday.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates sign a Confidentiality Agreement.