



Customer Service Department

requires

Cashier

(6 month Contract)

Reporting to the Manager of Customer Service, the Cashier will process payments for Brantford Power Inc. Duties will include but are not limited to processing counter payments, mail payments, receivables and issuing receipts; balancing cashier activity daily; running daily close and daily audit; balancing cashier general ledger summary; maintaining post-dated cheques and filing payment stubs.

Applicants must have successfully completed Grade 12 or the equivalent and have previous experience as a cashier. Working knowledge of Windows and Word are required and knowledge of Daffron, Excel, and JD Edwards software applications would be an asset. Proven customer service and time management skills are essential in order to perform the duties listed herein in a reasonable time.

WAGE RANGE AS PER THE COLLECTIVE AGREEMENT: \$23.55-\$26.17 per hour (based on a 33 ³/₄ hour work week)

Qualified candidates are invited to send a detailed resume and cover letter by **FRIDAY, JUNE 2, 2017 at 4:30 p.m.**, to the attention of:

Human Resources Representative
Human Resources Department
Corporation of The City of Brantford
P. O. Box 818, 1 Market Square, Lower Level
Brantford, ON N3T 5R7
Fax: (519)752-5719
E-Mail: resumes@brantford.ca
doc or rtf format please

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.