JOB DESCRIPTION

CASUAL CASH CLERK

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Carries out cash functions for all Society operations.

ORGANIZATIONAL RELATIONSHIP:

1. Reports and is responsible to the General Office Manager but under the overall authority of the Executive Director.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Prepares daily and special event floats.
2. Prepares bank deposits.
3. Reconciles main cash office safe and all cash as required.
4. Prepares bills and coin orders as required by the Society's operations.
5. Provides and deliver coin/floats to operations as required.
6. Responsible for all day to day cash office administrative tasks.
7. Ensures all Society cash floats are accounted for.
8. Other related duties as assigned.

QUALIFICATIONS:

1. Two years experience preparing floats and reconciling large volumes of cash in a complex work environment.
2. Knowledge of basic accounting procedures.
3. Ability to work independently with little supervision.
4. Ability to work quickly and accurately to meet required deadlines.
5. Good organizational skills.
6. Must be bondable and provide a criminal record search.

This is a casual, permanent position, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.

Approved by LMC Email 2018-06-11