

Eastern Irrigation District

Position Description

Position Title: Receptionist-Cashier
Position Reports To: Accounting Supervisor
Date Prepared: May 2019

Job Summary:

The Receptionist-Cashier is one of the 'first points of contact' at the EID and assists customers and visitors, handles telephone calls/inquiries, incoming and outgoing mail, faxes, and courier packages, petty cash, reservations and payments for specific EID campgrounds, gravel inventory, cash receipting and assisting the accounts payable administrator and the accounting supervisor with various tasks.

Reporting to the Accounting Supervisor, this position works closely with the Accounts Payable Administrator, Accounts Receivable Administrator, Payroll & Benefits Specialist, Records Management Administrator, Assistant General Manager-Corporate Services, and Executive Assistant to provide administrative support, as required.

Back up support to the Receptionist-Cashier during daily breaks and leave of absences (e.g., medical; vacation) is provided by others including the Accounts Payable Administrator, Accounts Receivable Administrator, Records Management Administrator and Pay and Benefits Specialist.

Key Responsibilities:

- Answer the telephone in an efficient, polite, and timely manner; answer questions or inquiries and direct calls to appropriate department/staff member.
- Greet and engage customers and visitors promptly, professionally and enthusiastically.
- Keep front office area and work area organized and tidy.
- Deal with walk-in customers; process payments; prepare outgoing mail; deal with incoming mail and deliver to appropriate staff member/department; deal with incoming or outgoing courier packages; run office errands; assist with completion of forms, applications and other documents and basic information; inform EIDNet customers of services and pricing; and coordinate with area schools regarding Bassano Dam tours.
- Working with the Accounts Receivable Administrator, process accounts receivable receipts, including oil and gas receipts and miscellaneous payments from departments, and enter A/R data in STORM software for processing.

- Accurately enters cash receipts into computerized accounting system; balances cash receipt batches.
- Input daily haul cards for gravel inventories; calculate and input gravel transfers; open and post batches accordingly and meet monthly balancing requirements.
- With respect to equipment (e.g., pick-up trucks, high hoes, etc.), handle the administrative aspects including spec sheets, tenders, advertisements, and correspondence as it relates to the selling and purchasing of this equipment
- Keep track of principal and interest payments on assigned agreements and advise customer of upcoming payments and due dates.
- Prepare annual Christmas card mail out including thank you acknowledgements for Christmas gifts/trays received; participate in preparing for, execution and cleanup of meetings and special events.
- Manage petty cash fund ensuring payouts, balances and replenishment.
- Set-up, coordinate food and beverage requirements, and clean up after meetings and special events
- Ensure adequate inventories of supplies (e.g., postage, brochures, office supplies, coffee orders, bottled water, paper and miscellaneous office products (e.g., hand soap), and yearly agenda orders for EID) are on hand for different business areas; purchases supplies in accordance with approved procedures.
- Act as liaison between the main office and the Rolling Hills campground office with respect to inquiries, reservation requests, occupancy levels, etc
- Ensure that confidential information is safeguarded and that access is restricted to only those staff members who require access to properly fulfill their duties.
- Participate in the preparation of annual and longer range budgets for area of responsibility.
- Train and coach staff members who back up this position
- Accurately record fuel purchases (dollars and litres) for internal purposes and prepare the fuel tax rebates and prepare the fuel tax rebate application.
- Stock and distribute fuel cards. Update tracking spreadsheet.
- Prepare for the Accounting Supervisor's review, credit applications for new vendors.
- Assist Accounting Supervisor with month-end, year-end and special projects as required.
- Assist Accounts Payable with data entry of vendor invoices and related tasks as required.
- Assist with elections, campground draws and other special events
- Supply personal vehicle to run daily errands to be reimbursed by the District at a reasonable rate
- Implement work plans to achieve approved goals and objectives.
- Maintain up-to-date procedure manual for assigned responsibilities.
- Relate to and communicate with co-workers, supervisors, management, EID Board, customers and the general public, sincerely, clearly, tactfully, promptly and courteously; respond to inquiries and issues promptly and professionally.

- Ensure compliance with OH&S including attendance at safety meetings, being properly trained and ensuring work is completed in a safe manner
- Perform tasks, consistent with the position, including special projects, as may be required on an ad hoc basis.

Job Qualifications:

- Basic accounting skills and knowledge including data entry, balancing and reconciling in a computerized environment
- Well-developed MS Word and Excel skills
- Effective interpersonal communication skills
- Strong telephone/reception skills
- In possession of a valid Alberta Class 5 license
- Ability to enter large volumes of data efficiently and accurately
- Accurate cash handling skills
- Ability and willingness to work independently as well as productively and cooperatively in a team environment
- Strong organizational skills with the ability to manage multiple tasks concurrently and meet deadlines
- Attention to detail
- Ability to operate a broad range of office equipment including but not limited to: computer, printers, photocopier, scanner, facsimile, credit/debit machine, multi-line telephone system, postage machine, cameras, laminator, shredder, etc.
- Knowledgeable or willingness to become knowledgeable of EID business and activities
- Clean criminal records report
- Bondable