



## **Financial Services / Receptionist / Clerk - Casual**

The qathet Regional District (qRD) is accepting applications from persons interested in being placed on its on-call list for casual work with a focus on supporting accounts payable, accounts receivable, and receptionist duties within the organization.

The position would be ideal for someone who is not looking for full-time work, but who is interested in occasional use of their office experience. The qRD requires a high level of skill, professionalism and excellence to provide flexible and diverse support to a busy office. Candidates with a background in finance are preferred and must be available on short-notice and for pre-scheduled short-term work. Formal testing may be required.

The casual role is unionized, and will be assisting with a range of administrative functions mainly within the Finance and Administrative Departments of the qRD. Duties will primarily relate to support services for accounts payable and accounts receivable, and as the need arises, may also include: utility and tax administration, reception coverage, administrative & clerical support, report writing, communications, organizing meetings, and public engagements.

### **KEY DUTIES AND RESPONSIBILITIES** *include the following:*

- Accounts payable and accounts receivable administration and support.
- Utility and tax administration.
- Financial Services general administration.
- Deal courteously and tactfully with the public, qRD staff, Area Directors and other officials, upholding the role of the Regional District as an open and accessible government office.
- Receive and direct incoming telephone calls, general e-mails and visitors via reception; provide information and assistance, within prescribed limits; or refer to appropriate person or department.
- Perform routine clerical duties including writing, filing and word processing for various Departments within the qRD.
- Receive incoming mail and faxes; distribute to appropriate person or department; process outgoing mail.
- Maintain record of any public complaints, reports and suggestions and refer to appropriate person.
- Assemble, copy, and distribute meeting agenda packages, minutes and other prepared documents electronically, by mail or personal delivery, as directed.
- Replenish supplies for office workstations on a regular basis.
- Follow all policies, procedures and standards of the Regional District.
- Perform other related duties as assigned.

### **Skills / Abilities**

- Demonstrates strong administrative professionals' core skills and abilities.



## qathet REGIONAL DISTRICT

- Demonstrates experience in Financial Administration, accounting or bookkeeping supplemented with cash handling experience.
- Demonstrates the ability to write formulas, manipulate and analyze data using Microsoft Excel.
- Demonstrates excellent interpersonal, oral, and written communication skills.
- Demonstrates the ability to handle sensitive matters with tact and diplomacy, and responds in a professional and courteous manner when interacting with others, especially when serving in the role of receptionist.
- Demonstrates a high degree of accuracy and thoroughness, with a strong attention to detail.
- Demonstrates sound judgement, analytical, and problem-solving skills.
- Demonstrates exceptional organizational and time management skills, and the ability to multi-task effectively.
- Demonstrates the ability to work well under pressure and responds to requests and situations with an appropriate level of urgency.
- Demonstrates ability to work in a team environment and to work independently, with minimal supervision.
- Demonstrates knowledge of corporate records management practices associated with the position (e.g. filing of records).
- Demonstrates ability to learn software applications associated with the position.
- Demonstrates the critical importance of respecting and maintaining confidentiality in the best interest of the organization.

### **Education / Training / Experience**

- Completion of Grade 12 or equivalent.
- Post-secondary education including a certificate or diploma in Office Administration or equivalent combination of office experience and technical skills, is an asset.
- A minimum of two years experience in an Administrative Professional capacity. Experience in Accounts Receivable/Payable administration and support is preferred.
- Demonstrated proficiency with office equipment, computers, advanced email, Internet, word processing, spreadsheet, and keyboarding skills.
- Holds a valid BC Driver's License (Class 5).

**Open Until Position Filled** - Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position to:

qathet Regional District  
202 - 4675 Marine Avenue  
Powell River, BC V8A 2L2  
Attn: Sarah West, Assistant Manager of Administrative Services  
Email: [employment@qathet.ca](mailto:employment@qathet.ca)

The wage rates varies from Receptionist \$28.51/ Clerk \$31.60/ Clerical Assistant \$25.55/ Accounts Receivable \$31.60/ Accounts Payable \$34.11. The position is subject to CUPE Local 798 Collective Agreement. Testing will be required. We thank all applicants for their interest. However, only those selected for an interview will be contacted.