

JOB DESCRIPTION

Cash Room Clerk

Job Title:	Cash Room Clerk
Company:	Oak View Group
Venue:	SOEC
Wage:	\$18/hr
Hours:	Part-Time
Department:	Food & Beverage
Reports To:	Food & Beverage Office Administrator

Overview: The purpose of this position is to process event transactions and complete deposits. 3-6 months cash handling experience and general office experience OR an equivalent combination of education and experience is an asset and is preferred. Must be very detail oriented, organized and possess analytical, and comprehensive math skills. Must have flexible schedule to include weekends & holidays. Must possess knowledge of Windows and Windows based operating systems, including some basic software applications (i.e. EXCEL). Must be able to learn new software programs in a timely manner.

Responsibilities:

- Meet or exceed the expectations of the Cash Control Supervisor for the handling of cash and cash transactions.
- Ensure the accurate and timely verification of closing funds.
- Ensure that teller station and all mediums of exchange are in balance prior to end of shift and/or close of business day.
- Prepare bank deposits in an accurate and timely manner.
- Provide customer service during special events, while selling drink/meal tickets.

Qualifications:

- Willingness to be open to learning and growing
- Interpersonal skills to work as an integral part of a team
- Must possess a valid driver's license
- Appropriate interpersonal/personal boundaries
- At least 18 years of age
- Maturity of judgment and behavior
- Accepts full responsibility of their actions and how these may affect others
- Understands and follows all policies & procedures

- Maintains high standards for work areas and appearance, presents self in a highly professional manner to others and understands that honesty & ethics are essential
- Ensures that confidentiality of Cash Control information is maintained at all times
- Maintains a positive attitude toward the position & the company and appreciates that promptness and attendance at work is apart of sustaining a professional relationship
- Maintains pleasant and professional relationship with co-workers & assists as needed
- Remains positive about the team and facilitates an optimistic approach to resolution of issues
- Maintains productive, effective and professional relationships with all departments.

Application Process: To apply for this position, please submit your resume to joe.northcott@oakviewgroup.com or contact Joe Northcott at 250-487-9194



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We are committed to developing a culturally diverse workforce.*