TOWN OF LAKE COWICHAN

RECEPTIONIST AND ACCOUNTS RECEIVABLE CLERK

(CASUAL ON-CALL POOL – 2)

The Town is seeking customer-service-focused individuals to join a Casual Pool of Receptionists and Accounts Receivable Clerks. These on-call positions provide coverage during staff absences, peak workload periods, and special assignments. Hours are scheduled as needed and may vary with short notice. Please see attached job description for position details – **training will be provided**.

Key Responsibilities

- Greet and assist the public at the front counter in a professional and courteous manner.
- Respond to general inquiries in person, by phone, and by email.
- Receive, review for completeness, triage, distribute internally, and file municipal forms.
- Process payments for municipal services including utilities, taxes, permits, licences, rentals, and fees.
- Issue receipts and accurately record transactions in the municipal financial system.
- Balance daily cash, debit, and credit card transactions.
- Provide basic administrative and records support in compliance with FOIPPA.

Required Qualifications

- High school diploma or equivalent.
- Minimum two (2) year of experience in reception, customer service, or administrative support.
- Experience with handling cash, point-of-sale systems, or accounts receivable functions is an asset.
- Strong customer service, organizational, and numerical skills.
- Ability to handle confidential information with professionalism and discretion.
- Availability on short notice is an asset.

Wage: $34.1447 – increases as per collective bargaining agreement, **plus 11%** in lieu of benefits.

How to Apply: The position will remain **open until filled**. Please submit your resume and cover letter, quoting **Casual Receptionist & Accounts Receivable** to John Thomas, Chief Administrative Officer. Email: HR@lakecowichan.ca.