

## Cash Clerk

Posting #PRC2025-40

Oak Bay Parks, Recreation and Culture is seeking an organized self-starting individual for the Cash Clerk position. Reporting to the Accounts Supervisor the Cash Clerk assists the full-time Accounts Clerk with various accounting duties. Our Auxiliary staff enjoy a free Staff Pass when they work one shift per week, flexibility in hours to accommodate different lifestyles, a culture that cares about work-life balance, and 14% pay on top of their hourly wage in lieu of benefits. We foster a learning environment and provide you with on-the-job training.

### RESPONSIBILITIES

- Cash collection and internal mail from various locations.
- Reconcile cash with point of sale/cash register totals.
- Compile, reconcile and make bank deposits.
- Prepare cash related reports.
- Performs other duties similar in scope and complexity as requested.

### QUALIFICATIONS

- Ability to establish and maintain a cordial working relationship with other staff.
- Must be tactful, possess initiative and good judgement and be knowledgeable about the detail and purpose of the accounting office.
- Ability to perform arithmetic calculations with speed and accuracy and balance related records.
- One-year general office experience.
- Secondary school graduation.
- Skill in operating adding machines and calculators.
- Must have valid Class 5 BC drivers' license.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

<b>HOURS OF WORK</b>	<b>Hours vary and are dependent on operational requirements.</b> Administrative Hours of Operation – Monday-Friday (8:30am-4:30pm).
<b>LOCATION(S)</b>	Oak Bay Recreation Centre
<b>RATE</b>	\$22.64/hr (\$19.86 per hour plus \$2.78 per hour in lieu of benefits) – 2024 rates
<b>STATUS</b>	Auxiliary (This is a union position)
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• 14% in lieu of benefits per hour.</li> <li>• Staff Membership to drop-in the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week)</li> </ul>

**Please submit applications by 4:00pm, Monday, July 21, 2025 to:**  
Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6 or  
Email to: [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

**Subject line in email should read: PRC2025-40 Cash Clerk**

**Please note that only short-listed applicants will be contacted after the closing date of the posting**