



## **SPECIFICATION OF DUTIES**

<b><i>POSITION:</i></b>	<b>ASSISTANT OFFICE CLERK</b>
<b><i>CLASSIFICATION:</i></b>	Full-Time (38 hours)
<b><i>LEVEL:</i></b>	Clerical Grade 3, Level 6
<b><i>AWARD:</i></b>	Registered & Licensed Clubs Award 2020
<b><i>HOURS:</i></b>	38 Hours 5 days per week - 4 x 8 hours, 1 x 6 hours Or 4 days per week 4 x 9.5 hours According to roster 1 hour Lunch Break
<b><i>RESPONSIBLE TO:</i></b>	Finance Manager General Manager

### **Key area of Responsibility for All Employees of the Coomealla Memorial Sporting Club Limited:**

- Work under the Conditions of Employment of the Coomealla Memorial Sporting Club Limited.
- Ensure that ALL customers are provided a high level of customer service at all times.
- Work in accordance with Work Health and Safety Policies / Procedures
- Ensure that the privacy of customers is protected.
- Promote a happy and enjoyable work environment at all times
- Support and promote the Coomealla Memorial Sporting Club Limited.
- Be willing to take an additional shift/overtime when required.
- To have an acceptable attendance level.
- To adhere to all Coomealla Memorial Sporting Club policies and procedures.

### **Assist Payroll/Office Clerk in duties listed below and perform duties while Payroll/Office Clerk in on leave.**

#### ***DUTIES:***

#### **PAYROLL:**

- Process wages on the weekly basis.
- Prepare monthly reports for Finance Manager
- Process Super Clearing House each month

#### **ACCOUNTS PAYABLE**

- Enter, follow up and pay invoices in a timely manner.

- Prepare monthly reports for Finance Manager.

### **RECEPTION DUTIES:**

- Relieve Reception lunch break between 12pm – 1pm week days and when otherwise required.
- Operate switchboard until 10am every week day in a professional manner, in accordance with Club policy.

### **DEBTORS ACCOUNTS**

- Assist in invoicing functions/accounts

### **GAMING**

#### *Weekly*

- Assist with Cash Count every Friday from 7am and/or when required.

### **OFFICE GENERAL**

- Responsible for assisting maintaining stationery supplies and orders.
- Record outgoing mail and open and distribute incoming mail.
- Replace photocopier toner and ensure enough in stock.
- Assist with general administration.
- Read and familiarise oneself with club activities and industry circulars.

**Assist/relieve Reception/Clerk with the following duties.**

### **CASH COUNT**

- Balancing tills
- Balancing TAB and KENO
- Balancing Strong Room
- Clearing Money Machines
- Filling ATMs
- Transfer information on to Cash Book and balancing
- Data inputting and running off reports

### **RECEPTION**

- Operate switchboard in a professional manner, in accordance with Club policy.
- Welcome / greet members and guests
- Verify members/guests entry to Club in accordance with Club/Registered Clubs Association and Licensing policies.
- Maintain Reception records in neat/tidy/legible state.
- Record bookings / function enquiries
- Record Membership applications
- Welcome/greet/direct group arrivals.
- Operate / broadcast public address announcements as required.

- Operate cash register for souvenir sales.

**MEMBERSHIPS**

- Assist Membership Officer with the following;
  - o members reports on a monthly basis
  - o yearly members rollover
  - o preparing membership applications
  - o birthday vouchers on a monthly basis
  - o Intra club reports
  - o Designing/quoting on membership cards annually
  - o Junior members

Any other duties of reasonable nature as requested by Management.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

C. A. Muir  
General Manager

Date: \_\_\_\_\_

Date: 13 December 2024