

CASHIER CLERK/PAYROLL CLERK ASSISTANT

Level 6

DEFINITION:

- This individual is responsible for the daily intake, recording and balancing of monies received by the City.

EXAMPLE OF WORK PERFORMED:

- Responsible for the daily intake of money and receipts at the drive-up window.
- Enter utility bills and property tax payments in computer to Point of Sale session.
- Balance drawer and run daily cash report.
- Radio communication with utility department.
- Open night depository daily and balance.
- Prepares customer service turn-offs, as requested by phone.
- Do work orders for all departments, including street and sanitation.
- Prepares utility bill adjustments.
- Reconciliation of bank accounts.
- Answer phone.
- Customer Complaints.
- Assist payroll clerk with payroll duties.
- Entering invoices for accounts payable.

NOTE: Any position listed may not cover all the duties, which may be performed in the personnel office of City Hall.

QUALIFICATIONS REQUIRED:

- Graduation from a standard high school.
- Knowledge of modern office practices, procedures and equipment.
- The ability to operate a computer terminal.
- Bondable as required by the City Charter.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- General knowledge of modern accounting procedures.

I have read and understand the above as my job description.

Signature : _____

Date: _____