

CLERK-CASHIER

SUMMARY

Serve as the general cashier and billing clerk for the City. Assist in receptionist duties, as needed. Answer questions from the public and direct them to the proper department. Provide clerical assistance for City Hall operations. Perform Utility Billing and maintenance on all water & sewer accounts in the City and Townships we provide service to. Perform related work as required. Assist in maintaining computerized city accounting records. Assist with Bookkeeper duties.

SUPERVISION RECEIVED

The work is performed under the general supervision of the City Treasurer who is consulted on unusual work situations. On-going duties are performed with considerable independence according to established procedures and policies. The work is checked through accounting controls and the review of reports.

RESPONSIBILITIES AND DUTIES

An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Serve as General Cashier of the City.
 - a. Receive payments for taxes, water/sewer billings and various other fees; issue receipts and process drop box transactions.
 - b. Maintain various records and reports.
 - c. Assist in coordinating the computerized cash receipting accounting functions.
 - d. Receive fees and building permits for various city licenses.
 - e. Issue garage sale permits, dog licenses, etc.
 - f. Run monthly reports and reconciliation.
2. Serve as receptionist for the City.
 - a. Greet the general public, answer routine inquiries regarding city services and procedures and direct others to proper authorities and/or take messages.
 - b. Assist in answering and screening telephone calls to the city offices.
3. Provide clerical assistance for City Hall Operations.
 - a. Maintain files specific to the Treasurer's Department.
 - b. Type reports and other communications from rough draft.
 - c. Copy documents, take voter registrations and forward to City Clerk.
4. Electronically process and bill utility billings (water & sewer) for all City and Township residents that we provide a service to.

- a. Electronically read utility meters, verify billing records, print and send out utility bills and corrected billings.
 - b. Prepare shut-off notices, apply penalties, prepare and process work orders, rental deposits & pool fill adjustments.
 - c. Work closely with the water/wastewater departments and Public Services Director to resolve billing and maintenance issues.
5. May assist with processing payroll.
 6. Perform bookkeeper duties as needed.
 7. Maintain inventory of supplies and forms needed in this position.
 8. Perform related work as required.
 9. Maintain a current job description manual.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience:

Considerable knowledge of the principles and practices of accounting and bookkeeping practices to assure accurate and efficient maintenance of city accounting records and payments, as well as billing and collection experience.

Knowledge of the regulations and policies governing city accounting operations and disbursements to accurately conduct assigned functions.

Skill in establishing and maintaining effective working relationships with public officials, fellow employees and the general public.

Skill in operating a business computer and calculator to process complex financial data and prepare related reports.

Required training includes high school diploma or equivalent.

Required experience includes two years of bookkeeping or accounting experience, preferably in computerized systems.