

Title of Class: Cashier/Billing Clerk
Effective Date: May 17, 2016

DESCRIPTION OF WORK

General Statement of Duties: Performs routine clerical, bookkeeping, data entry and receptionist work for the Finance and Administration Departments; assist with city counter; assist with deputy registrar duties; and perform other duties as assigned.

Supervision Received: Works under the general supervision of the Director of Finance.

Supervision Exercised: None

Hours of Work: 40 hours per week.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class; duties may vary somewhat from position to position within a class.

- Provide receptionist support for city staff including answering the telephone, taking messages, and directing incoming calls to their proper destination.
- Greet visitors; respond to routine inquires; and provides information and/or makes a referral as appropriate.
- Provide Deputy Registrar support by receiving and processing registration requests; filing appropriate documents; and issuing appropriate registration material.
- Respond to routine inquires regarding registration of motor vehicles.
- Receive and post all utility receipts; provide a daily reconciliation; and prepare daily summary reports.
- Assist with utility accounts; work on utility account set-up.
- Distribute City utility deposit and deputy registrar deposit.
- Perform filing and scanning for City accounts payable, payroll and utility deposits.
- Assist with City counter working on burning permit, building permit and animal license applications.

- Distribute daily mail and faxes to appropriate areas.
- Assist other Departments as necessary.
- Perform other duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of office procedures, office equipment and information systems.
- Working knowledge of city operations including deputy registrar functions, cashier functions, data entry and utility functions.
- Considerable public relation skills with excellent verbal communication ability.
- Ability to prioritize duties; work semi-independently and maintain schedules/meet deadlines.
- Ability to operate office equipment including copy machines, typing, cash registers and computers.
- Ability to operate Microsoft Office software and the ability to learn utility billing and accounting program software.

MINIMUM QUALIFICATIONS

Must have one year of office experience as a receptionist and/or cashier with public contact, bookkeeping, data entry and typing duties. Minimum of high school diploma or equivalent. Some post secondary schooling preferred. Experience with Banyon accounting and utility billing programs is a plus.