SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Cashier

Revision Date: 4/2000
EEO Code: Admin Suport
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Deputy Director, processes daily transactions, receives customers, and completes other office related activities.

III. Essential Duties:

CUSTOMER SERVICE

- Greets public at the counter and on the phone, and assists them with their requests.
- Provides Title Companies and homeowners with information regarding special assessments and water connection fees.

CASH HANDLING AND RELATED ACTIVITIES

- Processes daily payment transactions for water payments, building permits, development fees, special assessments, business license fees, night drop payments, ambulance, recreation etc. Monitors for accuracy and verifies appropriate contractor business licensing where required.
- Daily receives deposits and receipts for transactions from other city departments, and confirms accuracy (balances detail with deposit slips) and posts revenues to the cash receipt system.
- Is accountable for cash, balancing an assigned cash drawer against receipts and closing out the cash system daily.
- Makes daily deposit to the bank (requires drivers license and ability to drive).
- Processes all revenues from sales and property taxes, B&C Road funds, liquor allotment, franchise tax payments, etc. through the cash system, applying them to all appropriate general ledger accounts. Assists treasurer in making sure all revenues have been accounted for and posted through cash system so amounts will be reflected in accounting records for month end closings.
- Prepares and documents check requests for overpayments, petty cash reimbursements, etc..
- Prepare the "Daily Cash Summary Report". (Balances deposits to the days activity and verifies correct numerical sequence of submitted receipts. Researches any irregularities and provides explanations for over and shorts. Reviews accuracy of postings to correct accounts, and carefully documents errors and corrections.
- Files and retains historical documentation for daily cash summary reports in accordance with the current Utah Municipal General Records Retention Schedule.)
- Runs Day End Report - Balances drawer, Deposit, run CCS reports.
- Provide coverage when job share person is out of the office (sick, vac., etc.).

SPECIAL ASSESSMENTS

- Provides quotations for Special Improvement District assessment to inquiring property owners.
- Creates bills on special assessments and send to property owners as required.
- Maintains files on backyard SID's and applying payments received.
- Maintains a master file by district for all recorded ordinances creating special improvement districts and outlining the terms for billing, collection, etc.

A/P AND PAYROLL CHECKS

- Disburses payroll checks and stubs in accordance with established policy and procedures.

- Disburses accounts payable checks to vendors and city departments in accordance with accompanying instructions. Assures that checks are distributed or picked up within one day.
- Performs payroll audits as required in conjunction with distribution of payroll checks and automatic deposit stubs.
- Maintains history files of payroll and accounts payable registers in accordance with the current Utah Municipal General Records Retention Schedule.(Part-time Cashier)

IV. Marginal Duties:

- Maintains water letter file for all new subdivisions with unpaid development fees.
- Researches payment and accounting problems and required.
- Notifies customers of NSF checks returned by bank through use of phone and/or door hanger; writes collection letters as necessary and works with city attorney's office on uncollectible items.
- Returns item adjustments on customer accounts.
- Picks up and distributes department mail.
- Maintains subdivision information about special fees and requirements for obtaining building permits.
- Coordinates control of treasurer's office hand receipts; maintains log in book sequence and numerical order, including person/dept. Responsible for each book and number sequence.
- Provides assistance to accounting and accounts payable functions as required.
- As necessary, assists city treasurer in purging all historical records in accordance with the Utah Municipal General Records Retention Schedule.
- As necessary, picks up mailed utility payments from the Post Office and open mail for daily processing. Process mailed utility payment to customer accounts, and prepare daily mail bank deposit.
- Cover breaks for the receptionist desk.
- Performs other duties as assigned.

V. Qualifications:

Education: High school diploma or its equivalent.

Experience: Must have at least one year job-related experience with demonstrated competence.

Knowledge of: General office principles and procedures; correct English usage, spelling, arithmetic, and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; responsibility for the balancing of a cash drawer.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; outside contact with public presenting and obtaining data; occasional contact with upper-level managers on matters requiring explanations and discussions; must have excellent written and verbal communication skills.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer, printer & telephone; occasional use of a typewriter, 10-key, printer, copier, fax machine and telephone system.

Analytical Ability: Ability to follow written and oral instructions; establish effective working relationships with employees and the public; ability to prioritize tasks.

VI. Working Conditions:

Generally comfortable working conditions, confined to an office setting' moderate mental pressure and fatigue exist during an average day due to exposure to deadlines and contact with the public; constant hearing and seeing are required daily.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.