

TOWN OF SPRING CITY

CASHIER/CLERK

DEFINITION:

The Cashier/Clerk is appointed by, reports to, and is under the general supervision of the City Manager. This position is responsible for gathering data for all utility service accounts and process accounts receivable transactions in an accurate and timely manner. Independent judgment is used according to the situation and different courses of action must be taken to complete the department tasks.

SUMMARY OBJECTIVE:

- Prepare and mail utility customer billing statements
- Receive, record, and write receipts for any monies collected
- Prepares and makes deposits for all revenue and deposit fund accounts
- Maintains all customer records including payments and new accounts
- Prepares and records all daily cash reports
- Deposits city receipts at the bank
- Receipts money from revenues, fees, etc.
- Process all utility payments via front desk, night depository, mail, telephone, and online
- Answers the telephone
- Gathers and sorts mail for each department
- Maintains state and utility ACH payments
- Prepares notices for all overdue utility and property tax accounts
- Prepares disconnection notices for delinquent accounts
- Coordinates with Public Works Director on One Call responses
- Prepares monthly accounting reports
- Writes work orders
- Assist City Recorder as needed to include:
 - Business Licenses
 - Generating MASS business license renewal report
 - Assisting customers obtain license and help answer questions
 - Property Tax
 - Assisting customers with ACV/DV forms
 - Process ACV/DV forms on state website for payment
- Provide assistance for annual financial audit
- Works directly with the general public and responds to public inquiries
- Have working knowledge of city ordinances and State laws
- Serves as backup for Court Clerk to include but not limited to:
 - Receives payments on fines and performs receipt procedures for all money received by the court thru the court software CTRIS
 - Helps receipt ticket payments during court sessions

- Provides customer assistance with ticket inquiries
- Must deal effectively with citizen complaints regarding department procedures
- Other miscellaneous duties such as:
 - Helps maintain inventory of supplies and places orders, as needed, for departments heads
 - Maintains marquee information
- Any and all other necessary duties as instructed

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the application of accounting principles to municipal finance
- The laws, rules and regulations pertaining to the city governing body
- Knowledge of city ordinances and State laws
- Knowledge of modern office procedures
- Knowledge of personnel, policies, and procedures
- Knowledge and comprehension of fund accounts and financial statements
- Knowledge of administrative skills, practices and procedures of public administration
- Ability to evaluate situations and make decisions
- Ability to express ideas clearly, concisely and convincingly
- Ability to establish and maintain an effective working relationship with the public and employees

QUALIFICATIONS:

- Valid Tennessee Driver's license
- Must be bondable
- Proficient in Microsoft Office
- Pass pre-employment drug screen by licensed physician
- Interpersonal skills
- Operate a computer, fax machine, copier and other modern office equipment
- Operate a light duty vehicle

SPECIAL DEMANDS:

- This is a full-time hourly position and must have the ability and willingness to work one night per month during court
- Typically works indoors in an office environment. The employee may be required to lift objects such as journals and reports
- May be exposed to dust and loud noises
- Must be able to spend long hours sitting and using office equipment

- Must be able to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of customers, co-workers, and management
- Must be able to meet tight deadlines