

Utility – Office Administrator / Cashier

WHO MAY BE CONSIDERED: All applicants with a High school diploma and three years' experience in bookkeeping or accounting.

JOB SUMMARY

- Using excellent customer service skills; establishes and maintains effective working relationships with other employees, officials, and all members of the general public. Both in person and using excellent telephone etiquette.
- Perform a variety of accounting procedures including accounts receivable, purchase requisitions, and other duties as assigned.
- Maintain and update records of fiscal transactions manually or on the computer; post payments, and refunds to the appropriate account. Complete forms and logs to create record of such transactions / deposits, receipts, or invoices.
- Train on multiple job functions such as cashier, secretary, and accounting to serve as a back up to cover during absences
- General duties including file maintenance, logs, record keeping; US monetary system for the purpose of making change, receiving payments, or making calculations.
- Other duties as assigned

Key Requirements

Working knowledge of general office practices and procedures.

Demonstrating analytical and technical computer skills. Strong oral / written communication skills.

Ability to establish and maintain working relationships with City personnel and the public.

Tools

Personal Computer, scanner, copier, telephone system, fax, internet