

## **CASHIER AND ADMINISTRATIVE ASSISTANT**

Basic Function: Perform a variety of cashier and administrative support functions to the Township Treasurer and Deputy Treasurer. Assist with payment collections, customer service work, including telephone and counter contacts, processing mail, data entry, maintaining files and records. Perform related work as required. Work hours approximately 20 hours per week.

Supervision Received: Work is performed under the supervision of the Treasurer and other designated staff.

Responsibilities and Duties: An employee in this position may be called upon to do any or all of the following: (Employee may be expected to perform additional tasks as required.)

1. Assist the Township Treasurer with payment collections, customer service and general office functions.
  - a. Collect and process customer payments received in person, by mail or by ACH.
  - b. Sort, process and distribute daily mail received for the Treasurer and various departments.
  - c. Provide courteous and professional service to customers, including payment collections, response to inquiries, tax deferment requests, etc.
  - d. Balance daily cash receipts for taxes, utilities and other revenues and receipts
2. Assist the Township Treasurer with administrative support and record keeping functions.
  - a. Assist with preparation of receipts, deposits, and invoices.
  - b. Enter and process data and otherwise assist with maintaining accounting and collection records and files.
  - c. Assist with collection and distribution of tax funds
  - d. Prepare departmental reports and correspondence.
3. Perform related work as required.

Desirable Qualifications for Employment: An employee in this class should have the equivalent of the following knowledge, training and experience.

1. Knowledge of current banking, collections, and safekeeping practices and procedures.
2. Knowledge of basic accounting and bookkeeping practices and procedures. Strong attention to detail and accuracy. Skill in performing basic mathematical computations.
3. Functional knowledge of and proficiency with desktop computer applications, particularly with Microsoft 365 software, including Word and Excel. Knowledge of BS&A software applications a plus.
4. Skill and accuracy in operating a calculator, copier, postage machine and other standard office equipment.
5. Verbal communication skills and personal demeanor that promotes positive customer service and that produces an effective working relationship with property owners, public officials, fellow employees and the public.
6. Required training includes a high school diploma supplemented by additional relevant education and training in bookkeeping. Previous experience as a cashier, teller, or similar customer service representative is desirable.