

## ACCOUNT CLERK / CASHIER

Basic Function: Serve and assist the elected Township Treasurer and the Deputy Treasurer. Assist with the collection and accounting of all property taxes within the township. Greet and assist customers. Receive payments and enter data, accounts payable invoices, and journal entries. Perform related work as required.

Supervision Received: Work is performed under the direction and supervision of the elected Township Treasurer and the Deputy Treasurer.

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 and the Deputy Treasurer with property tax administration.
  - a. Assist in the calculation and preparation of tax bills.
  - b. Receive customer payments and issue receipts.
  - c. Assist with the annual settlement with the county treasurer.
  - d. Assist with the accounting of tax billing, collection and disbursement.
  - e. Assist with the collection of delinquent personal property taxes.
  - f. Answer inquiries and provide information relative to property taxes and departmental activities.
  - g. Assist citizens with tax deferment applications.
2. Assist the Township Treasurer and the Deputy Treasurer with receipt of payments, banking transactions, data entry and record maintenance.
  - a. Greet and assist customers in person and on the phone.
  - b. Receive customer payments and issue receipts.
  - c. Process and balance daily cash receipts for taxes, utilities and other revenues and receipts.
  - d. Make bank deposits to proper accounts.
  - e. Prepare cash receipting reports and other accounting documentation.
  - f. Process accounts payable and general journal accounting transactions.
  - g. Prepare departmental reports and correspondence.
  - h. Perform reconciliations of general ledger accounts and bank accounts.
  - i. Perform related data entry tasks and maintain supporting records and files.
3. Assist the Township Treasurer and the Deputy Treasurer with banking and investment related functions as directed.
4. Perform work as authorized and delegated in the absence of the Treasurer and the Deputy Treasurer.
5. Perform related work as required.

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

1. The job requires knowledge normally acquired through the completion of a high school diploma (Associates Degree desirable) supplemented by additional education and training in accounting.

2. Two or more years of experience as a cashier, teller or similar customer service provider.
3. Knowledge of and skill in banking, collection and safekeeping practices and procedures.
4. Knowledge of basic accounting practices and procedures.
5. Ability to perform basic mathematical computations used in accounting, analysis and cash management.
6. Functional knowledge of and reasonable proficiency in the use of computer knowledge and skills to effectively utilize word processing, spreadsheet and computerized accounting and financial systems, 10-key calculator, and other standard office equipment.
7. Verbal and written communication skills and personal demeanor that promotes positive customer service and effective working relationships with customers, elected officials and fellow employees.
8. Physical ability to frequently sit in one position and use computer keyboard, phone, calculator, and perform related desk top work activities for extended periods of time; occasionally lift/push/carry items weighing 20 pounds; talk, hear, see, walk stand.

Working Conditions:

1. Normal office environment with little discomfort due to dirt, dust, noise and the like.