



City of Salisbury
Department of Finance

Cashier II

Full-time (35 hours)

\$25,935

Full range of benefits

Essential Functions - Cashier II: Process payments from customers, respond to inquiries from customers and employees, file unpaid parking tickets, adjust and issue receipts, assist water department in tracking accounts, assist Accounts Receivable with processing tax payments, distribute and process mail, scan documents, assist walk-in customers, answer phone calls, and perform other duties as assigned.

Requirements: High School Diploma or GED, experience in clerical work and customer service. Possess excellent communication skills. Working knowledge of basic accounting practices and procedures. Must have the ability to prioritize and multitask with attention to detail. Candidate should have a good command of the Microsoft Office Suite and accounting software (Munis experience is a plus). Ability to multi-task and prioritize work.

Closing Date: Open Until Filled

Apply: Send City application and detailed resume to:

City of Salisbury Human Resources Dept.
125 N. Division Street
Salisbury, Maryland 21801
410-548-1065 FAX: 410-548-3748
Web Site: www.salisbury.md
Email: jobs@salisbury.md.

EOE