

Cashier I or II

Salary: \$33,529-\$36,293

Type: Full-time (35 hours)

Benefits: Full range of benefits

Closing Date: Open Until Filled

About Finance

The Finance Department establishes and implements the financial policies and procedures of the City, invests city funds, and handles deposits and payments of city monies. The Finance Department accepts payments for the following: water/sewer/trash disposal fees, parking tickets, building permits, personal property taxes, trash can purchases, code books, City licenses and real estate taxes.

Profile

Essential Functions - Cashier I: 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.

Essential Functions - Cashier II: Cashier I functions plus utilize remote deposit equipment to deposit checks, assist with processing deed transfers, assist with processing business license, and perform other duties as assigned.

Preferred Education

High School Diploma or GED

Preferred Experience

Knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages (Munis experience is a plus). Working knowledge of basic accounting practices and procedures. Ability to multi-task and prioritize work.

Requirements/Certifications

Experience in clerical work and/or customer service. Possess excellent communication skills. Must have the ability to prioritize and multitask with attention to detail. Valid Driver's License.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD

Classification Description

Classification Title: Cashier

Grade: 1

Department: Finance

FLSA Status: NE

Date: 10-29-2024

Position Profile: Under the general supervision of the assigned supervisor, performs basic clerical support for the finance department.

Duties and Responsibilities

Cashier I:

Administration/Department Administration: Provide clerical support for the finance department and other duties as assigned:

- Processes payments from customers;
- Responds to inquiries from employees, customers and others and refers to appropriate personnel;
- Files unpaid parking tickets;
- Adjusts and issues receipts to customers;
- Assists water department in tracking accounts with water service disconnects;
- Assists Accounts Receivable with processing tax (personal property and real estate) payments;
- Distributes and processes mail;
- Assists with scanning of documents;
- Keeps supervisor informed of unusual customer situations;
- Answers the phone when needed;
- Keeps informed on current accounting practices by attending workshops and educational programs or reading specialized literature; and
- Performs other duties as assigned.

Cashier II:

Administration/Department Administration: Provide clerical support for the finance department and other duties as assigned:

- Processes payments from customers;
- Responds to inquiries from employees, customers and others and refers to appropriate personnel;
- Files unpaid parking tickets;
- Adjusts and issues receipts to customers;
- Assists water department in tracking accounts with water service disconnects;

- Assists Accounts Receivable with processing tax (personal property and real estate) payments;
- Distributes and processes mail;
- Assists with scanning of documents;
- Keeps supervisor informed of unusual customer situations;
- Answers the phone when needed;
- Utilizes remote deposit equipment to deposit checks into the bank account;
- Assists with processing deed transfers;
- Assists with processing and approving business license;
- Keeps informed on current accounting practices by attending workshops and educational programs or reading specialized literature; and
- Performs other duties as assigned.

Skills Proficiency/Strategic Planning:

- Working knowledge of basic accounting practices and procedures;
- Candidate should have a good command of the Microsoft Office Suite and accounting software (Munis experience is a plus);
- Possess excellent communication skills and conflict resolution abilities;
- Must have the ability to prioritize work and multi-task with attention to detail;
- Ability to operate Copier, Printer, Credit Card Machine.

Stewardship/Financial:

- Process payments accuracy and timely;
- Perform cash drawer check out;
- Scan documents;
- Adjust and Issue Receipts to Customers;
- Respond to Inquiries.

Leadership/Team Leader: None

Development/Leadership Development: None

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Assists with improving the process and provides feedback to improve cashiering efficiencies.
- **Initiative:** If opportunities are available, propose any new ideas related to cashiering and discussing various options with direct supervisor to improve efficiency of tasks.

Education and Experience

- High School Diploma or G.E.D
- Experience in clerical work and customer service;
- Or equivalent training, education, and/or experience.

Physical Requirements

- Work requires no unusual demand of physical effort;
 - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.