



CITY OF GREENFIELD UTILITIES

JOB POSTING
UTILITY BILLING DEPARTMENT

POSITION: Assistant Cashier
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Clerical, Office Machine Operation, Technician)

DATE WRITTEN: March 2000 **STATUS:** Full-time
DATE REVISED: October 2015 **FLSA STATUS:** Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

Prepares cash registers for daily business.
Retrieves, receives and processes customer account payments.
Completes and writes missing payment stubs.
Reconciles checks from daily business.
Posts new deposits on computer and deposit book.
Submits claim forms and refunds deposits, applying to accounts as necessary.
Answers telephone, directing and transferring customers to appropriate personnel.
Applies penalties to overdue accounts, prints, and mails disconnect notices.
Cross train in order to assist in other duties as needed.
Assists meter tech in uploading/downloading readings.

REQUIREMENTS:

Minimum: High School diploma or GED;
Working knowledge of data management and entry, and ability to apply appropriate procedures to interrelated tasks, including maintaining accurate computer records;
Working knowledge of standard English grammar, spelling, punctuation and ability to compose general correspondence as well as operate standard office equipment, including computer, calculator, copier, fax machine, postage meter, cash register, credit card machine and telephone;
Ability to perform arithmetic calculations;
Ability to effectively communicate in person, by phone, or in writing in a courteous and tactful manner with co-workers, other departments, and customers, including being sensitive to professional ethics, gender, cultural diversities and disabilities;
Ability to work alone or with others in a team environment with minimum supervision, and work on several tasks at the same time occasionally under time pressure;
Ability to understand, retain, and follow oral and written instructions;
Ability to occasionally work extended hours.