

## CITY OF BELLINGHAM

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Finance Cashier</b>	<b>UNION: 114</b>
<b>CLASSIFICATION TITLE:</b>	<b>Accounting Assistant I</b>	<b>SG: 6</b>
<b>DEPARTMENT:</b>	<b>Finance</b>	<b>CS: Y</b>
		<b>FLSA: Y</b>
		<b>EEO4CODE: AS</b>

#### **JOB SUMMARY:**

Acts as department receptionist, answers phone calls, and processes payments within the finance department. Serves as first point of contact with the public and provides information in response to various inquiries. Performs entry level accounting duties such as receiving payments for utility accounts, business tax accounts, and various other accounts receivable that are paid in the Finance department. Completes general office work such as typing, filing, and faxing as assigned.

#### **SUPERVISORY RELATIONSHIP:**

Position reports directly to the Revenue Coordinator. Receives assignments from higher classified co-workers who may direct and review work assignments for accuracy and completion in accordance with established procedures.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Assists public by answering telephone inquiries and acting as primary receptionist for public counter.
2. Receipts utility payments, business taxes, building permit fees, department deposits, and various other accounts receivable.
3. Opens parking and other payment mail and runs adding machine tapes to prepare for batch entry.
4. Responds to a variety of departmental and public requests for information relative to assigned functions; provides requested information or services when authorized or refers to appropriate individual for response.

#### **ADDITIONAL WORK PERFORMED:**

1. Prepares checks as directed for travel advances for city employees.
2. Reconciles checkbook for the travel advance and other accounts, as assigned.
3. Performs data entry to maintain or update system and account, information as assigned.
4. Performs related duties as assigned within the scope of this classification.

#### **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

##### Knowledge:

- Working knowledge of office practices, procedures, and equipment.

##### Skills:

- Basic math skills including the ability to add, subtract, multiply, and divide with accuracy.

**Abilities:**

- Organize, prioritize, and independently perform work assignments.
- Do repetitive work quickly, accurately, and with close attention to detail in an atmosphere of frequent interruptions.
- Operate standard office machines such as calculator, typewriter, and computer terminal.
- Accurately and rapidly exchange money and record transactions.
- Communicate effectively with other employees, agencies, and the general public using courtesy, tact, and good judgment.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Move between work sites;
  - Occasionally transport objects up to twenty-five (25) pounds.

**WORKING ENVIRONMENT:**

Position is in an office environment, extensively at a computer terminal, with frequent interaction with the public, in person and by telephone, using hands-free headset.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Minimum of one year clerical experience, including bookkeeping or cashiering.
- Previous receptionist or customer service experience preferred.
- Ability to operate a 10-key calculator by touch.
- Ability to type 45 wpm.
- Computer skills including experience with data entry and retrieval.
- A combination of experience and education which provides the applicant with the skills, knowledge, and ability required to perform the job.

**NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a criminal convictions and local background check.

**PREPARED BY:** Lynne Hill  
Christine Weinberg  
6/2000

**REVIEWED BY:** \_\_\_\_\_  
Brian Henshaw  
Finance Director

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6/2000