CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Finance Cashier**	**UNION:1937**
		SG:106
CLASSIFICATION TITLE:	**Accounting Assistant I**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Finance**	**EEO4CODE:AS**

JOB SUMMARY:

Performs a full range of customer service functions at the Finance Department front counter. Serves as first point of contact with the public and provides information in response to various inquiries in person and by phone. Performs entry level financial services support duties such as receiving payments for utility accounts, business tax accounts, and various other accounts receivable. Acts as department receptionist and completes general office work.

SUPERVISORY RELATIONSHIP:

Reports to the Revenue Coordinator. Receives technical guidance and direction from higher classified staff who may review work assignments for accuracy and completion in accordance with established procedures. Work is performed under close supervision in accordance with established policies, procedures and guidelines.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides assistance to the public, City employees and representatives of outside agencies. Responds to general inquiries in person and by phone. Provides information on a variety of Finance Department and City processes and functions as authorized or refers to appropriate individual for response.

2. Receives and processes payments using automated accounting systems and issues receipts for utility payments, business taxes, building permit fees, department deposits, and various other accounts receivable.

3. Receives and prepares department mail for processing.

4. Performs data entry to maintain or update system and account information.

ADDITIONAL WORK PERFORMED:

1. Assists in other areas of the department as needed.

2. Carries out special projects and assignments as required.

3. Performs other related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Working knowledge of general office practices, procedures, and equipment.
- Working knowledge of standard business English usage, spelling, grammar and punctuation.
- Some knowledge of various filing systems (hard copy and computerized) and ability to accurately maintain them.

Skill in:
- Basic math skills including the ability to add, subtract, multiply, and divide with accuracy.
- Basic computer skills including spreadsheet software and word processing.

Ability to:
- Organize, prioritize, and independently perform routine 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 computers, copiers, fax machines and multi-line electronic phone systems, and computer.
- 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:

Work is performed primarily at a computer workstation in a busy office environment with frequent interaction with the public, in person and by telephone.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of one-year basic financial services support or cashiering experience.
- Experience in a customer service role required.
- Computer skills including experience with data entry and retrieval.
- Ability to operate a 10-key calculator by touch preferred.
- Ability to type 45 wpm preferred.
- An equivalent combination of experience and education sufficient to provide the applicant with the skills, knowledge, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

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

PREPARED BY: F. Longman
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REVIEWED BY:_____
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