

City of Cañon City, CO
Position Description

Class Title: CASHIER

Job Code: 1307

Range: 33

Department: Finance
Reports to: Finance Director

SUMMARY:

Under close supervision, performs a cashing and data entry duties for the City of Cañon City.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Receives general revenues for the City including utility payments, sales taxes, and permit fees. Enters payment information into computerized cash register, posting payments to appropriate accounts. Issues change and receipts as appropriate. Counts cash and balances cash and receipts. Prepares daily bank deposits and cash receipt reports. Delivers deposits to bank. Provides customer service in person and over telephone regarding utility accounts. Disburses petty cash to employees, balances petty cash account, and requests reimbursements. Performs related duties as established by law or ordinance or as reasonably directed by the City.

QUALIFICATIONS:

Education/Experience:

High school diploma or equivalent; one year experience in cashing or bookkeeping; or any equivalent combination of education and experience.

Licensing/Certification Requirements:

No specific licensing/certification requirements exist for this position.

Knowledge of:

- The mission, policies, goals and procedures of the City of Cañon City.
- The practices and methods of automated bookkeeping, cash handling, and customer service.
- City policies and procedures related to cash handling and customer services.
- Materials and equipment used in cashing and automated bookkeeping, including personal computers, cash registers, and adding machines.

Skill in:

- Receiving payments, operating cash register, issuing change and receipts.
- Posting payments to appropriate accounts.
- Handling cash and preparing related reports.
- Preparing bank deposits and cash receipt reports.
- Customer service.
- Communicating in person.
- Establishing and maintaining effective working relationships with City employees, other agencies, and the public.

Physical & Mental Requirements:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and see, using close and medium range vision. The employee is frequently required to view computer keyboards and monitors. The employee is frequently required to perform repetitive motions typing on computer keyboards. The employee is frequently required to drive. The employee is often required to work with and around standard office equipment.

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FLSA Status: <input type="checkbox"/> Exempt-Salaried <input checked="" type="checkbox"/> Non-Exempt Hourly Date of Original: 10/18/06; prepared by PSPC Date Revised:
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