Posted: 6/28/2018

Position Recruitment Notification
for Internal & External Candidates

Job Classification: Cashier

Department/Division	Finance
Employment Status:	Part-time
Hourly Salary/Grade:	$17.61/Grade 2
FLSA:	Non-Exempt
Union:	SEIU
Employment Commission:	N/A

Deadline for Application: **July 13, 2018**

POSITION SUMMARY:

This position will collect, process and deposit payments made to the Village received directly from customers, via mail or lockbox, or from other internal departments. Perform all clerical tasks related to the cash receipt function.

INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at http://www.oak-park.us/jobs. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: HR@oak-park.us ; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A copy of the position description is attached

The Village of Oak Park is an Equal Employment Opportunity Employer
committed to a diverse workforce.

Reports to: Senior Accountant
Department: Finance
Pay Band: Grade 2
Union: SEIU

CASHIER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Collect, process and deposit payments made to the Village received directly from customers, via mail or lockbox, or from other internal departments. Perform all clerical tasks related to the cash receipt function.

SUPERVISION RECEIVED AND EXERCISED

Supervised by the Senior Accountant and Deputy CFO in Senior Accountant's absence. .

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Process payments made to the Village in the form of cash, checks, and credit/debit cards. .
2. Open daily lockbox mail; sort into appropriate batches as needed; process payments received through the mail utilizing ERP software; process payments made to other departments and remitted to cashier
3. Process, reconcile, and balance daily parking machine banks.
4. Balance cash drawer and reconciles receipts on a daily basis. Research and correct all discrepancies between cash on hand and accounting reports. Prepares deposit tickets for balanced receipts/monies for deposit at bank.
5. Efficiently and professionally serve customers.

Other important responsibilities and duties

1. Respond to public inquires; provide information or know who to re-direct the inquiry.
2. Perform tasks requested by supervisor that involve cash receipting, including cash balancing.
3. Serve in the capacity as front line staff for the public and customers providing excellent customer service.

QUALIFICATIONS

Knowledge of:

Balancing cash drawers against daily accounting reports and investigating cash discrepancies immediately. .

Office equipment including computer equipment and applications, adding machines, and basic Excel. .

English usage, spelling, grammar and punctuation.

Best practices in customer services

Mathematical principles.

Ability to:

Maintain accurate financial records of fees collected.

Reconcile daily cash totals.

Interact with the public in a courteous and professional manner and to provide excellent customer service

Respond to requests and inquiries from the general public.

Understand and follow instructions.

Communicate clearly and concisely, in both verbal and written communications and written.

Establish and maintain effective working relationships.

Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Maintain mental capacity which allows for effective interaction and communication with others.

Experience and Training Guidelines

Experience: One year of cashiering experience is desirable in a large or busy retail environment.

Training: High school grad or GED.

WORKING CONDITIONS

Work in a typical office environment; sustain good posture in a standing or seated position prolonged periods of typing; continuous exposure to computer screens; work in shared office with at least two other individuals at a centralized public counter. Some moderate lifting of boxes up to 25 lbs. may be required.