

CITY OF BEEVILLE JOB DESCRIPTION

POSITION: Utility Cashier

FSLA: NONEXEMPT

REPORTS TO: Utility Administration Supervisor

LOCATION: City Hall

JOB SUMMARY:

DAILY CASH COLLECTIONS - Night box payments, mails in payments & payments from all City Departments – post payments as customers come in to pay 8a – 5p.

ESSENTIAL FUNCTIONS:

- Post payments as customers come in
- Customer service in person and phone calls
- Work on utility billing (readings & meters over read) adjustments/corrections
- Bill funeral homes monthly for police escorts
- Municipal court cash posting
- Set up new utility account (meter deposits)
- Set up account & issue work/service orders on water & sewer taps and monitor status of water & sewer taps
- Monitor fire hydrant water meters & bulk water usage
- Filing (deposit cards & work orders)
- Daily close-out reports @@ 5:00pm
 - Balance receipts/collections & bank deposits
 - Balance Receipts – Golf Course
- Check and disconnect delinquent accounts
- Work on Allied Waste Republic Services accounts with the toters trash dumpsters
- Work on files for bank drafts, water & sewer taps, fire hydrants water meters, and bulk water sales
- Post payments for the City Pool, Pavilion Rentals, Community Center, and Police Department

ESSENTIAL WORK HABIT:

- Regular Attendance in a work place environment.

EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED

- Valid TX Driver's License
- High School Diploma or G.E.D.

For the purpose of compliance with the Americans With Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

The City of Beeville is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATION

- Must demonstrate proficiency in both oral and written communication with accurate spelling and data entry
- Ability to prepare records, reports and other documents neatly and accurately
- Operate standard office equipment including copier, fax, cash registers, typewriter and computers, 10-key
- Basic knowledge of Microsoft Office Suite
- Basic Computer knowledge
- Ability to problem solve

PHYSICAL REQUIREMENTS:

Ability to move about an office or building. Ability to transport self from building to building and to attend various functions and meetings at other sites either within or outside the City.

NOTHING CONTAINED IN THIS JOB DESCRIPTION OR ANY OTHER MATERIALS OR INFORMATION DISTRIBUTED BY THE