

## CITY OF LOCK HAVEN, PENNSYLVANIA

**Job title:** Cashier (Part-Time)

**Work Site:** Finance Department (Treasurer's Office), Lock Haven City Hall (20 E Church Street)

**Work Hours:** Flexible hours/days: up to 25 Hrs/Wk (office open 8AM to 5PM, Mon-Fri)

**Salary / Benefits:** \$10.20 per hour, increasing to \$10.70 per hour after probation period

**Job Summary:**

- The cashier is a vital part of the city's finance team responsible for the care and service to our customers by providing excellent customer service and processing utility and other payments made to the city, answering inquiries, and resolving customer complaints and maintaining organization of records. Work includes the operation of computer software, standard office equipment and responsible contacts with the public.

**Essential Job Functions:**

- Perform tasks related to accounting for the receipt of payments to the city (AR), reconciliation of daily cash and checks, and proof the work of other employees involved in the processing of city revenues and expenditures
- Answer telephones to assist callers and provide general information to the public
- Greet and assist walk-in clients and customers
- Maintain customer account records
- Organize and maintain Department files and accounts
- Become proficient with City rules & regulations and procedures

**Marginal Job Functions:**

- Perform other related duties as assigned
- Escort customers to other offices as necessary

**Qualifications:**

- Education: High School graduate or equivalent
- Experience: Cashier/Bookkeeping experience or education
- Demonstration of Skills and Abilities
  - Proficiency with word processing, spreadsheet programs and computer software
  - Ability to maintain records and files and assemble data for reports
  - Ability to exercise good judgement and tact
  - Ability to maintain absolute confidentiality of information
  - Ability to work with minimal direction and supervision
  - Ability to effectively communicate with the public
  - Must be punctual, neat, and able to write legibly
- Must be able to pass a background examination and drug screening

**Physical Performing Elements:**

- Lifting and carrying 20-50 pounds
- Frequent bending, kneeling and reaching

- Standing for long periods of time
- Sitting for long periods of time

**Mental Performing Elements:**

- Organizing and coordinating schedules
- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.