

Position Title: Account Clerk/Cashier

Application and Resume Deadline: Friday December 9th at Noon

Department: Treasurer

General Summary: Process Township receipts and general support as needed to the office of the Treasurer.

Duties and responsibilities:

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

1. Receipt and post payments to cash accounts and balance daily cash drawer.
2. Create work orders for Genesee County Water Department for final reads.
3. Answer citizens questions regarding Sewer/Water, Tax accounts.
4. Process request forms for realtor and title companies.

Knowledge skills and Abilities

1. Operate office equipment to include computer, adding machine, telephone, multifunctional printer, postage machine, letter folding machine.
2. Knowledge of Microsoft Word, Excel, and Outlook.
3. Demonstrate speed and accuracy in data entry.
4. Count and balance large amounts of cash and payment batches; use a sound problem solving techniques when out of balance.

Education and Experience

A minimum of two years' experience as a billing clerk, bookkeeper, and cashier or similar type position or; an associate's degree in accounting or related field with a strong emphasis on customer service related backgrounds.

Applications must be submitted to the Clerk's office by the prescribed date in person.