

HEAD CASHIER/BOOKKEEPER

GENERAL RESPONSIBILITIES

Coordinates activities of employees engaged in receiving money and keeping records of transactions.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Assign duties to employees to ensure efficient functioning of office
2. Assist in developing satellite office schedule
3. Train employees in customer service, tax and deed research, deed processing, and bookkeeping procedures
4. Address errors and complaints
5. Assist employees to research and correct daily transaction settlement reports; compiles composite report from the individual reports
6. Consolidate and balance daily transactions and prepare bank deposits
7. Ensure supply of money for cashier's needs based on demand
8. Maintain files and records for various revenue sources
9. Process deeds after verification of taxes paid
10. Assist in tax mailings and annual tax sale
11. Perform related duties as to specific assignments
12. Any employee may be identified as Essential Personnel during emergency situations
13. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
14. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High School diploma or general education diploma (GED)
2. Courses in real estate or accounting *
3. Four years banking or related bookkeeping experience *

A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Read and comprehend instructions, documents, and correspondence
2. Write routine reports and correspondence
3. Speak effectively to customers and employees
4. Calculate figures and amounts
5. Solve practical problems and deal with a variety of variables
6. Interpret a variety of instructions
7. Apply property descriptions and deed terminology
8. Use computer software and/or program applications