

## VILLAGE OF DEERFIELD

POSITION TITLE: Cashier-Receptionist (Full-time)

DEPARTMENT: Finance

REPORTS TO: Assistant Director of Finance

SUPERVISORY RESPONSIBILITIES: None

FLSA STATUS: Non-exempt

JOB SUMMARY: Responsible for Front Counter duties including greeting walk-up traffic, answering incoming phone calls and responding to inquiries regarding Village services, and also for recording Village receipts. Coordinates vehicle license registrations. Assists with other Finance Department duties as needed.

### ESSENTIAL FUNCTIONS OF JOB:

Sort and record receipts in Village financial system and prepare for daily bank deposit. Operate front counter cash register. Collect payments from and otherwise assist residents and businesses who come to Village Hall to pay for services, fines, etc.

Serve as primary receptionist for Village Hall. Greet walk-up traffic, assist and direct visitors, answer incoming phone calls, make appropriate referrals, and be able to respond to inquiries regarding the broadest range of Village services. Manage front counter operations. Assist with incoming and outgoing mail, monitor postage meter and assist with other office equipment such as copier, fax and typewriter.

Coordinate preparation of the annual vehicle license mailing and maintenance of the vehicle registration system.

Assist in maintenance and operation of other Finance Department functions such as Accounts Receivable, Accounts Payable, Utility Billing, Budgeting, Purchasing and Financial Reporting as needed.

Other duties as assigned.

#### EXAMPLES OF MAJOR DUTIES:

Record all receipts into the financial system, operate cash register, post payments and close out month end transactions. Respond to walk-up traffic and phone inquiries regarding Village services. Handle routine transactions. Prepare annual vehicle license renewal applications and update vehicle license registration as necessary. Follow-up to ensure payment is received and posted for billings. Assist with other Finance Department duties as needed.

#### KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

Sound knowledge of office practices, procedures and equipment. Ability to interact and communicate, both verbally and in writing, with the general public, including potentially argumentative situations. Ability to understand and perform complex mathematical calculations. Ability to use computer equipment including cash register, postage meter and printing equipment. Ability to maintain confidentiality of records and information.

#### EQUIPMENT USED:

Computer system, including keyboard, monitor, basic office automation software and specific financial/accounting application software, as well as local and network printers. Telephone, typewriter, copier and fax machines. Calculator, electronic cash register and postage machine.

ENVIRONMENT: General office environment.

#### MINIMUM QUALIFICATIONS REQUIRED:

High school graduate with coursework in general business. Minimum two years experience in customer service dealing with the general public. Advanced coursework and experience related to financial accounting systems operation and coordination desirable.