

## **Cashier/Accounts Receivable Clerk Position**

The City of Hastings is seeking a qualified candidate to serve as a Full Time Cashier/Accounts Receivable Clerk. Position duties include accepting payments, establishing records, customer services, and assisting with various tasks. The complete job description can be found on our webpage. The pay range for this position is \$15.35 - \$20.46 per hour.

Interested candidates should complete an Employment Application Form which can be found and submitted on the Document Center/Forms page of our website [www.hastingsmi.org](http://www.hastingsmi.org) or visit City Hall between the hours of 9 am and 4 pm to complete and submit an application. In addition, submit a resume and cover letter to [smoyer-cale@hastingsmi.org](mailto:smoyer-cale@hastingsmi.org), or mail to The City of Hastings, 201 East State Street, Hastings, MI 49058.

The City of Hastings will be accepting applications until position is filled. Please direct questions to Sarah Moyer-Cale, City Manager, at [smoyer-cale@hastingsmi.org](mailto:smoyer-cale@hastingsmi.org) or 269-945-2468.

**CITY OF HASTINGS**  
**County of Barry, State of Michigan**

**Cashier/Accounts Receivable Clerk**  
(Finance Department)  
Full-time, Non-exempt

Supervised by: Clerk/Treasurer/Director of Finance. May receive functional leadership and task level direction from Deputy Treasurer and/or Deputy Clerk.

Supervises: None

Receive and record payments including, taxes, special assessments, utility bills, and miscellaneous invoices. Create and provide receipts to customers. Respond to inquiries and resolve customer complaints. Maintain appropriate and accurate records of all activities. Answer the telephone and greet walk-in visitors to City Hall.

Essential Job Duties:

- Staff front counter and drive through, accept payments, issue receipts, and establish records according to standard practices and procedures.
- Reconcile all cash receipts documentation with currency, coin, and negotiable instruments.
- Assist Deputy Treasurer with property tax settlements.
- Answer telephone and greet customers; provide accurate and polite service or direction in response.
- Reconcile bank and investment account statements to the General Ledger monthly. Reconcile AR sub-ledger account records with general ledger receivable accounts monthly.
- Receive, review, and process documentation to create and record equipment rental expense in the various funds and equipment rental revenue in the equipment fund.
- Assist the public by supplying information as appropriately requested. Provide utility, tax, and assessment information to lending companies, realtors, and others.
- Create and record other billings and related cash receipts, including, but not limited to, tenants, employees, and retirees, but excluding taxes and special assessments.
- Monitor timeliness of payment receipt, producing AR aging reports, and taking appropriate action as directed.
- Assist with duties pertaining to City elections including maintaining voter registration files.
- Provide backup to the Utility Billing Clerk as needed.

Updated: 8/25/2022

- Support the annual independent audit by providing appropriate, accurate, data and information.
- Work on special projects and perform such other duties as may be prescribed by the Clerk/Treasurer.

Required Knowledge, Skills, Abilities, and Qualifications:

- High School Courses in English and Math, Diploma or GED preferred. Course work in business, accounting, and data processing and relevant college training is preferred.
- A minimum one year similar experience with tasks and functions is required, with governmental experience preferred.
- Experience in office and/or customer service employment
- Proficient use of all Microsoft Office applications including Word, Excel, and PowerPoint. Proficient use of Adobe products.
- Good judgment, initiative, and resourcefulness in problem solving.
- Superior communication skills
- Ability to learn and apply specialized software for financial records
- Knowledge of modern office practices and procedures. Awareness of and compliance with standard procedures and practices.
- Skill in establishing and maintaining effective working relationships with fellow employees and the general public.
- Ability to be trained and receive certification as an election inspector.

Physical Requirements:

- Walking short distances
- Bending, stooping, twisting
- Reaching above and/or below shoulder
- Handling/grasping documents or office equipment
- Sitting and/or standing for short or extended periods of time
- Clear speaking and adequate hearing sufficient to communicate effectively and respond appropriately in-person and/or on the telephone
- Vision sufficient to read source materials and computer screen data
- Repetitive motions for computer equipment use
- Requires exertion of force of 25 pounds occasionally, 10 pounds frequently, and/or 5 pounds continuously to lift/carry/move objects, files and documents
- Work is performed primarily in an office environment using standard office equipment