



## DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

### CASHIER

#### Treasury Department

#### GENERAL DESCRIPTION

Under administrative review, is responsible for the clerical and secretarial functions required within the Treasury Department.

#### DUTIES AND RESPONSIBILITIES

- Receive, count and report on all monies received for payment by all City departments.
- Prepare deposits for pick-up by bank courier.
- Enter deposits into financial counting system.
- Distribute deposit batch reports to Controller and Business Administrator.
- On a daily basis, balance the cash drawer (used for making change).
- Research any deposit discrepancies with the various banks.
- Record returned checks.
- Receive refuse payments and parking tickets from walk in customers.
- Work with auditors.
- Receive and distribute bi-weekly payroll checks to all departments.
- Routine filing.
- Other related, necessary duties as required by the Department Director/Supervisor.

#### REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES

Ability to accurately deal with difficult situations.

Excellent communication skills.

Proficient computer skills in Microsoft Office Suite.

Minimum of one (1) year secretarial experience is preferred.

High School graduate or equivalency.