

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB374 Treasury Cashier
<b>POSITION #/TITLE:</b> 2454, 2455 Treasury Cashier	<b>Adopted:</b> 10-07
	<b>Revised:</b> 01-08

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Finance-Administrative Services/Treasury	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 05
<b>Reports To Position #/Job Code #/JC Title:</b> 2405/NB352/Treasury Operations Program Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Word & Excel; Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Performs a wide variety of customer service, payment processing, cashiering, administrative support, and detailed accounting and financial recording duties in support of Treasury Division; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Work is performed under the general supervision of the Treasury Operations Program Manager, but some leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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Gathers, prepares, and batches payments for processing;  
 Enters encoding and endorsing information using automated device;  
 Develops and maintains spreadsheets for financial recording;  
 Operates payment processing system to credit customer accounts within the various city billing systems;  
 Balances cash drawer and prepares bank deposit;  
 Processes mail for receipting and balances to daily batch;  
 Takes payments from customers, makes change when necessary; researches problems and exceptions;  
 Issues permits, licenses and various other items in support of Treasury Division;  
 Researches and answers customer inquiries regarding payment information;  
 Interprets and applies city's cash management policies and prescribed procedures;  
 Copies, packages and distributes a variety of written materials as requested by Treasury Operations Program Manager and other City departments;  
 Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;  
 May train others in proper deposit procedures;

Processes customer ACH applications and data entry;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

#### **Required Knowledge and Abilities**

Good knowledge of financial office procedures and practices;  
Good knowledge of the functions of government in a municipality;  
Good knowledge of generally accepted payment processing procedures;  
Ability to multi-task, work in a fast-paced environment and interact and perform work in a courteous and professional manner;  
Ability to meet deadlines;  
Ability to process and report various forms of payment with a high degree of accuracy;  
Ability to cross-train on various payment processing equipment and create batch files;  
Ability to process queries using the city's various financial accounting systems and read accounting reports and records and analyze accounting data for control and reporting purposes;  
Ability to handle confidential and administrative information with tact and discretion;  
Ability to communicate effectively and maintain working relationships with department heads, other City employees, outside auditors and the public;  
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on accounting related activities and procedures;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

Graduation from accredited college or university with an Associate's Degree in Accounting or a closely related field; and  
Some experience in governmental accounting processes; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **Required Special Qualifications**

None

#### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;  
Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate a computer;  
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.