



CENTRAL COUNTY TRANSPORTATION AUTHORITY
invites applications for the position of:

Clerk Cashier I, Full time

SALARY: \$13.23 - \$15.72 Hourly

OPENING DATE: 03/07/18

CLOSING DATE: 03/13/18 11:59 PM

DESCRIPTION/DISTINGUISHING FEATURES:

This position is required to work on Saturday and Sunday between 7:30am to 6:30pm

Performs clerical tasks keeping financial accounts and records and in receiving payments according to standardized accounting practices.

The work involves performance of account-keeping, cashiering, auditing, collecting, or related tasks. Most of the assignments are recurring in nature. An employee in this class is bonded to make clerical actions legally effective; does related work as required.

EXAMPLES OF DUTIES:

- Posts expenditures to journals and totals to ledgers and balances same;
- Assists in making adjustments on original charges;
- Receives information from public relevant to taxable property, water billings, or various permits;
- Receives payments for municipal billings over the counter and by mail;
- Counts and balances cash register daily receipts;
- Accounts for money received; counts, sorts, and wraps money; issues receipts for payment of bills;
- Computes interest and/or penalty charges on late payments or special assessments;
- Assists the public by verifying and checking records over the counter and by phone;
- Assists in balancing departmental financial records with computer accounts receivable;
- Operates calculator, personal computer, and other office machines;
- Types statements, invoices, reports, tax bills, special assessment bills, and some routine correspondence.

ESSENTIAL QUALIFICATIONS:

- Some knowledge of clerical methods used in keeping fiscal accounts and records and of office terminology, procedures, routines, and equipment;
- Typing skills and knowledge of business arithmetic needed;
- Ability to accurately perform in a fast pace, high volume work environment; in some positions;
- Ability to learn computerized record keeping and computerized software programs for data entry purposes;
- Ability to establish and maintain effective working relationships with the general public;
- Ability to stand for long periods of time and to lift up to 50 pounds is essential in certain positions;

- Valid driver's license.

Candidates will be required to pass a typing test and basic arithmetic test. (passing score is 30 wpm and 70% on math portion).

ACCEPTABLE TRAINING AND EXPERIENCE:

- Some clerical account-keeping experience and completion of a standard high school course including or supplemented by courses in typing and bookkeeping;
- Or any equivalent combination of experience and training which provides the essential knowledge, skills, and abilities.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://kmetro.com>

530 North Rose Street
Kalamazoo, MI 49007
269-337-8446

Position #18-00004
CLERK CASHIER I, FULL TIME
JD
