

CASHIER- CITY OF CAMDEN, Camden County

Must have the ability to accurately perform varied assignments related to the receipt (cash, check, money orders) and disbursement of money over the counter, at the window or through the mail. Must be able to answer routine inquiries over the phone or counter, issue receipts and posts, bills, and/or maintain accounts, and add and subtract totals manually by register and/or calculator. Must be able to make change accurately and reconcile cash receipts with the cash register tape to ensure correct totals of receipt and disbursement of money.

Must be able to enter information correctly in the various systems utilized in the office. Should have knowledge of simple and limited complex arithmetic computation such as adding, subtraction, multiplication, discount, and interest. May be tasked with preparing simple financial statements to provide specific information as needed. Ability to follow detailed oral and written directions is necessary. Must also follow established guidelines when handling payments.

Must also be able to communicate effectively and courteously with the general public.

*Attention to detail and familiarity with the Edmunds Financial system is a plus.

Salary: \$45,284

Please submit cover letter, resume to Sachina Evans-Johnson, Personnel Assistant at SaEvans@ci.camden.nj.us Deadline for submission is October 25, 2024.