

**CITY OF SOUTH SALT LAKE
POSITION DESCRIPTION**

Position Description: Cash Receipts Supervisor
Department: Administration
Position Grade: 18
Supervisor: Finance Director
FLSA Status: Non-exempt

POSITION SUMMARY

The Cash Receipts Supervisor provides a variety of complex secretarial and administrative support to Finance Director. Supervises daily operations of the cash receipts, reservations, dog licensing and customer service functions.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Provides secretarial and administrative support to Finance Director
 - 1.1 Composes, types and edits a variety of correspondence, reports, memoranda, and other department projects requiring judgment as to content, accuracy, and completeness.
 - 1.2 Coordinates and arranges schedules for department head
 - 1.3 Maintains office files, records (general and confidential in nature), office supplies and general office appearance
 - 1.4 Completes necessary reports and special projects as assigned
 2. Assists Finance Director with budget, cash management, and financial controls
 - 2.1 Assists in budget preparation
 - 2.2 Maintains cash management system and acts as City's banking facility representative
 - 2.3 Processes billings and maintains accounts receivable
 - 2.4 Performs payroll reconciliations and other financial controls
 3. Maintains fixed asset records
 - 3.1 Inputs data for acquired assets
 - 3.2 Deletes data for disposed assets
 - 3.3 Balances detail to general ledger
 - 3.4 Coordinates asset inventories within the departments
 4. Supervises daily operation of the cash receipts, reservations, and customer service functions.
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MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school or GED equivalent and four years related experience, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of general department programs and administrative procedures; knowledge of telephone etiquette.

2. Skill in word processing, office machine usage and the operation of micro-computers.

3. Ability to communicate effectively both orally and in writing; ability to use independent judgment; ability to establish and maintain an effective working relationship with employees, other agencies and the public; ability to follow written and oral instructions; ability to monitor, identify and correct problems related to the accurate input of cash receipts; ability to organize, reconcile and supervise multiple complex accounting projects; ability to supervise and motivate personnel.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by: _____

Effective date: July 1, 2006

Revision history: January 1, 2005