



## Position Recruitment Notification For Internal & External Candidates

---

<b>Job Classification:</b>	<b>Cashier</b>
<b>Department/Division</b>	Finance
<b>Employment Status:</b>	Full-time
<b>Annual Salary/Grade:</b>	\$18.84/hr. - \$29.15/hr. - Grade 2
<b>Anticipated Hiring Range:</b>	\$20.00/hr.
<b>FLSA:</b>	Non-Exempt
<b>Union:</b>	SEIU
<b>Employment Commission:</b>	N/A
<b>Deadline for Application:</b>	<b>Open Until Filled</b>

---

### POSITION SUMMARY:

This position will collect, process and deposit payments made to the Village received directly from customers, via mail or lockbox, or from other internal departments. Perform all clerical tasks related to the cash receipt function.

One year of cashiering experience is desirable in a large or busy retail environment and possession of a High School diploma or equivalency to the completion of the twelfth grade is required.

### INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=688074700>. For additional information on the position visit our website at <https://www.oak-park.us/your-government/human-resources-department>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package including but not limited to a retirement plan, deferred compensation program, social security, medical, dental, vision & life insurance, flexible spending accounts, vacation and sick leave.

### A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



## CASHIER

**Union:** SEIU

**FLSA:** Non-exempt

**Pay Grade:** 2

**Hours:** 37.5 per week

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Collect, process and deposit payments made to the Village received directly from customers, via mail or lockbox, or from other internal departments. Perform all clerical tasks related to the cash receipt function.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervised by the Senior Accountant and Deputy CFO in Senior Accountant's absence.

**EXAMPLES OF DUTIES** - Essential and other important duties and responsibilities may include, but are not limited to, the following:

#### **Essential duties and responsibilities**

1. Process payments made to the Village in the form of cash, checks, and or credit/debit cards.
2. Open daily lockbox mail; sort into appropriate batches as needed; process payments received through the mail utilizing ERP software; process payments made to other departments and remitted to cashier.
3. Process, reconcile, and balance daily parking machine banks.
4. Balance cash drawer and reconciles receipts on a daily basis. Research and correct all discrepancies between cash on hand and accounting reports. Prepare deposit tickets for balanced receipts/monies for deposit at bank.
5. Efficiently and professionally serve customers.

#### **Other important responsibilities and duties:**



## CASHIER

1. Respond to public inquiries; provide information or know who to re-direct the inquiry.
2. Perform tasks requested by supervisor that involve cash receipting, including cash balancing.
3. Serve in the capacity as front-line staff for the public and customers providing excellent customer service.

### QUALIFICATIONS

#### Knowledge of:

- Balancing cash drawers against daily accounting reports and investigating cash discrepancies immediately.
- Office equipment including computer equipment and application, adding machines, and basic Excel.
- English usage, spelling, grammar and punctuation.
- Best practices in customer services.
- Mathematical principles.

#### Ability to:

- Maintain accurate financial records of fees collected
- Reconcile daily cash totals
- Interact with the public in a courteous and professional manner and to provide to excellent customer service.
- Respond to requests and inquiries from the general public.
- Understand and follow instructions.
- Communicate clearly and concisely, in both verbal and written communications.
- Work overtime as operations require.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance



## CASHIER

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

### **Experience and Training Guidelines**

**Experience:** One year of cashiering experience is desirable in a large or busy retail environment.

**Training:** High School diploma or equivalency to the completion of the twelfth grade.

### **WORKING CONDITIONS**

Work in a typical office environment; sustain good posture in a standing or seated position prolonged periods of typing; continuous exposure to computer screens; work in shared office with at least two other individuals at a centralized public counter. Some moderate lifting of boxes up to 25 lbs. may be required.

### **Diversity Equity & Inclusion Statement**

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.