

THE CITY OF WEST HOLLYWOOD IS SEEKING AN

ACCOUNTING TECHNICIAN (CASHIER)

in the Finance & Technology Services Department

The City of West Hollywood is now accepting applications for the Accounting Technician (Cashier) position within the Revenue Management Division of the Finance & Technology Services Department! This division performs fair and cost effective revenue collection services for taxes, fees and grant revenue, through the enforcement of local laws and regulations. This position serves as the City's cashier, and is a front-line staff member.

Position Responsibilities:

- Serves as the central cashier for the City of West Hollywood
- Provides front line customer service for constituents and co-workers
- Processes various payments including fees and payments for services along with processing invoices through the Financial System.
- Payments include cash, check, credit card, online payments and various other platforms.
- Balances and reconciles cash, checks and credit card payments to multiple computer system reports.
- Prepares daily cashiering report/end of day balancing and prepares bank deposits
- Researches billing and payment questions.
- Researches and corrects discrepancies.
- Explains policies and procedures to constituents and co-workers.
- Processes non-sufficient funds checks.
- Maintains petty cash information.
- Gathering, tabulating and proofreading statistical and financial data.
- Answers phones, takes messages, screens call to determine nature and priority of call.
- Opens, sorts, and distributes incoming mail.
- Files and retrieves documents in an orderly manner

Minimum Qualifications:

- Associate's degree or equivalent from a two-year college or technical school; and,
- One to two years of progressively responsible related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

\$75,503.16 - \$96,474.96 ANNUALLY
APPLICATION DEADLINE:
JUNE 11, 2024 AT 5:00 PM PACIFIC

For Job details and requirements, and to apply online, please visit weho.org/jobs

EEO/AA



City of West Hollywood
California 1984