

## **NOTICE of VACANCY**

**DEPARTMENT:** Treasurer's

**POSITION:** Cashier – Self Tax Unit - #700099

**Salary:** \$15.01 per hour / \$27,318.00 Annually

**COUNTY of DELAWARE**

**DATE:** 3/29/2023

**WORKING CONDITIONS:** 8:30-4:30 PM Monday through Friday, 35-hour week.

**QUALIFICATIONS:** High School graduate, or equivalent; Excellent math and computer skills; Strong customer service skills.

**DUTIES OF POSITION:** Under general supervision of the Self Tax Supervisor:

- Accepts payment for current year County real estate taxes; Receives cash, check or credit card payments and applies to the appropriate account; Payments are received through the mail or over the counter.
- If the overpayment is received, a refund check is requested & upon receipt of the check, ensures accuracy, sends the check to property owner & puts a memo on the file.
- If any underpayment is received, sends out a bill for the balance due. Updates file with a memo.
- Reviews email messages received through the electronic payment system & responds accordingly.
- Daily settles cash drawer with computer generated report of daily activity; Deposit slips are created for cash deposit's, checks are batched for scanning and credit cards receipts are attached to the report.
- Also, is a verifier for others settlement sheets.
- Settlement sheets, computer reports and deposits are given to the Supervisor for review.
- Secures all cash and checks in the safe at the end of each day.
- Generates and mails tax receipts and tax certifications upon request.
- Delivers deposits daily made to the County to local banks.
- Verifies all deposit totals with the Fiscal Department and prepares deposit slips.
- Receives prior day deposit slips from the bank and verifies on the daily bank statement (generated by the Office Manager) that all deposits have been deposited to the correct account; Investigates any discrepancies; Performs other related duties.

**Those employees who desire to be considered as candidates should submit BIDS to the Personnel Department - Room 220, Government Center Building.**

**Closing date for receipt of Application: 4/7/2023**