

**CITY OF NEPTUNE BEACH
JOB ANNOUNCEMENT
CASHIER – PART TIME**

DESCRIPTION

The City of Neptune Beach is seeking applications for a part-time Cashier. Under the direction of the Utility Billing Supervisor, assists in the preparation and reviewing of billing registers for accuracy prior to the printing and mailing of bills, performs computer work necessary for billing, collects and posts payments for a wide variety of funds, and contributes to the efficient and effective operation of the city. The work requires extensive contact with the public, both in person and by telephone.

Up to 28 hours per week, Monday through Friday.

QUALIFICATIONS

Must have a high school diploma or equivalent. Must be literate with basic calculations (i.e. addition, subtraction). Knowledge and command of the English language. Knowledge of basic accounting principles. Ability to properly classify revenues and analyze and solve problems. Ability to deal diplomatically and effectively with the public, elected officials, and other employees.

Ability to pass pre-employment physical and drug tests, as required by the City of Neptune Beach. Have experience in dealing with the public.

APPLICATION PROCESS

Qualified applicants may obtain an application here:

<http://ci.neptune-beach.fl.us/zupload/user/Budget-Financial/Application-2003-new1.pdf>

Hard copy applications must consist of a City of Neptune Beach application. Deadline for applications is:

Open until filled

If unable to obtain application online, contact the City of Neptune Beach directly at (904) 270-2400, extension 30 or email:

Mrs. Catherine Ponson
116 First Street
Neptune Beach, Florida 32266
Clerk@nbfl.us

EOE

If claiming veteran's preference you must attach the correct DD-214 (Form 4) for consideration.