



**City of South Bend**

**Vacancy Announcement**

**Post Date: Friday, September 25, 2015**

**Closing Date: Until Filled**

## **PAYMENT PROCESSOR (CASHIER)**

**Category:** Part-Time  
**Department:** Public Works/ Water Works  
**Reports To:** Payment Processor Supervisor  
**Schedule:** Monday-Friday, hours will vary based on departmental need.  
**Pay Rate:** Up to \$14.00/hr. (Non-exempt)

**Position:** **SUMMARY**

Responsible for processing all mail and cash payments received and maintaining high quality customer service. Performs all other duties as assigned. Position is part-time with a varying schedule.

**SUPERVISION EXERCISED**

Not applicable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Receives, opens, sorts, and processes all mail, including incoming mail payments and night deposits on a daily basis.
- Prepare payment in batches, reconcile stubs and checks.
- Greets customers, receives payments, records on cash register to receipt and thank customers.
- Enters cash and mail payments in computer.
- Balances cash receipts with register tape and post payments.
- Files receipts, prepares deposit slips for cash and receipts daily.
- Processes credit card payments.
- Researches customer history to insure proper payment processing.

**NON-ESSENTIAL JOB FUNCTIONS**

- Assumes additional responsibilities as requested.

**QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent.

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Knowledge of mainframe computer and/or PC's.
- Ability to interpret computer reports and messages.
- Ability to communicate effectively with customers and inter-departmentally in a professional manner using tact and diplomacy.
- Must provide accuracy of information and attention to detail.
- Ability to work in a very fast-paced environment.
- Ability to operate a cash register and calculator.
- Ability to type accurately.
- Knowledge of computer terminal operations.
- Ability to perform basic mathematical computations.
- Ability to work with the public in a professional manner.
- Ability to understand and communicate policies and procedures tactfully.
- Ability to maintain a positive, professional attitude.
- Ability to research and evaluate account data.
- Amicable interpersonal relations with internal and external personnel.
- Willingness to learn new skills and techniques.
- Attendance and punctuality in accordance with agency standards.
- Professional grooming and dress standards.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Not applicable.

**EQUIPMENT**

Computerized cash register, calculator, computer terminal, photocopier, telephone, credit card processor, fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed in a normal office environment, sitting primarily. On occasion may be required to research information in different areas/buildings. While performing the duties of this job, the employee is frequently required to sit and talk or hear.

The employee is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools, or controls and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Pre-Employment drug screen required.**