



## Career Opportunity

The TOWN OF CARTHAGE, TN is seeking applicants for a CASHIER working within the Finance and Administration department.

The CASHIER provides a variety of administrative support services for the Town.

- Receives, posts, and records daily cash receipts from all revenue sources including utility payments and tax receipts.
- Prepares daily deposits for review.
- Balances cash register.
- Sends out business tax notices.
- Prepares and processes monthly sales tax return and litigation tax return for the State.
- Prepares and processes utility bills.
- Prepares and distributes Public Works and Water/Sewer work orders.
- Prepares delinquent tax information and utility collections.
- Serves as receptionist, greets visitors, answers telephone calls, takes complaints, and routes calls to proper departments.
- Other duties as required by the Chief Financial Officer.

The successful candidate will demonstrate and/or possess:

- Proficiency with MS Excel, Word, and Outlook.
- Proficiency with MS Windows 10/11, Edge, and File Explorer.
- A positive customer service attitude.
- The ability to multi-task while retaining accuracy and a customer service attitude.
- **Prior banking, finance, or cashier experience is preferable.**
- Possession of a High School diploma or GED.

Competitive salary commensurate with experience and demonstrated aptitude and proficiencies. Benefits include paid vacation in the first year of employment, holidays, healthcare packages, Tennessee Consolidated Retirement participation, life insurance, and a 401(k) plan. Training on ERP Pro 10 Financial Software will be provided.

**Applications may be obtained at Town Hall located at 314 Spring Street, Carthage, TN 37030. Applications and resume will be accepted via email to [CFO@TownofCarthageTN.gov](mailto:CFO@TownofCarthageTN.gov) or delivered to Town Hall from June 17 to July 12, 2024.**

*The Town of Carthage is a Drug Free Workplace, an EEO employer and an affirmative action employer. The Town is committed to guaranteeing to its employees and all applicants for employment equal employment opportunities regardless of race, gender, age, religion, national origin, genetic information, disability or veteran status, or any other protected status, except where such status is a bona fide occupational qualification.*