

Location: City of Southgate – City Hall

Department: Treasurers Dept

Position: Part-Time Cashier

Employment Status: Part-Time – Hourly

Regular Hours / Week: 20 hours

Hourly Rate: \$14.31 / hour

Summary: We are seeking a reliable and service-oriented individual to join our team as a Part-Time Cashier. In this role, you will be responsible for processing various financial transactions and providing excellent service to residents.

Responsibilities:

- Collect payments for taxes, utilities, permits, and other municipal fees.
- Process transactions accurately and efficiently using cash registers or computerized systems.
- Balance cash drawers at the beginning and end of each shift.
- Issue receipts and maintain detailed records of all transactions.
- Provide assistance and information to residents regarding billing inquiries, municipal policies, and payment options.
- Handle inquiries and resolve concerns from residents in a courteous and professional manner.
- Follow established procedures and protocols for handling cash and financial documents.
- Maintain a clean and organized workspace.
- Perform other duties as assigned by supervisory staff.

Requirements:

- High school diploma or equivalent.
- Prior experience in cashiering, customer service, or related field preferred.
- Strong mathematical skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to work independently and as part of a team.

- Basic computer proficiency.
- Availability to work flexible hours.

Benefits:

- Competitive hourly wage
- Flexible scheduling
- Opportunities for advancement within the organization
- Positive work environment with supportive team members

Application Process: Interested candidates should complete an application, and submit a resume and cover letter detailing their qualifications and availability to Douglas Drysdale, Assistant City Administrator / Finance Director. We will review applications on a rolling basis until the position is filled.

The City of Southgate is an equal opportunity employer and is committed to diversity in the workplace. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities.