



Cashier

City of Miami Gardens, FL. (109,700)

Posted Date: 1/30/14

Deadline: 2/07/14, or until filled.

Starting Salary: \$26,202 min. to \$32,753 mid./DOQ

Nature of work:

Employees in this class are responsible for receiving and maintaining records for a large volume of cash receipts for payment of bills, fees, or fines while delivering exceptional customer service. Duties include providing change, issuance of receipts for monies collected, maintenance of records for daily transactions, compiling deposit of cash receipts, and validation of cash and negotiable instruments. Incumbents usually operate cash registers, check endorsers, validating machines, adding machines or other standard office equipment. Perform a variety of administrative, technical and other basic accounting functions as directed.

Minimum Requirements:

High school diploma or general education degree (GED) required; Two (2) years of experience in cashier or related work; or any equivalent combination of relevant training and experience required.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg.5-200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
EOE M/F/D/V; Drug-Free Workplace