



JOB DESCRIPTION

Job Title:	Cashier/Billing	FLSA Classification:	Non-exempt
Department:	Business Office	Reports To:	Comptroller

Job Summary:

Create customer invoices and process credit memos by researching returned items and verifying dates, pricing and quantity. Provide high quality customer service by cashing out orders and responding to inquiries about products and/or services.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

- Create customer invoices for payment being sure to scan tickets before invoicing for signed copies. Process credit memos verifying dates, pricing and quantity; resolve any discrepancies, and enter return information and credit due to customer in computer. Respond to telephone inquiries and assist in solving questions related to the status of customer accounts.
- Waits on customers and answers any questions they may have or point them in the right direction. Handle cash and make change as required.
- Enters all Contractor's Exempt forms (jobs) in a timely manner. Makes sure all information on the form is correct and valid. Reports the list of jobs to the Sales Manager.
- Accurately input sales tax exemption forms and repair ticket information into the computer database.
- Perform a variety of general administrative duties as requested to support department and or company objectives.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Minimum Qualification Standards:

- High school diploma or GED is required.
- Minimum of 6 months to 1 year of relevant office, administrative, and/or clerical experience desired.

Knowledge, Skills, and Abilities:

- Ability to calculate numbers, create spreadsheets, correct entries, and post to records.
- Ability to analyze and solve problems.
- Ability to process computer data and to format and generate reports.
- Must demonstrate strong communication, telephone and interpersonal skills.
- Ability to prepare routine administrative paperwork and perform computer data entry.
- Ability to organize multiple work tasks.
- Some analytical ability to gather and summarize data, find solutions to various administrative problems, and prioritize work.
- Excellent attention to detail.

Equipment, Machines and Software Used:

This position requires the regular use of a computer, printer, photocopier, telephone, fax machine, scanner, calculator, adding machine, and postage meter.

Mental and Physical Requirements:

- Close mental and visual attention required. May include significant use of a computer terminal for data entry.
- The employee is regularly required to sit for extended periods of time, stand, walk, talk, hear, use hands to finger, grasp, handle, and perform repetitive motions. The individual is occasionally required to push, pull, reach, climb, stoop, kneel, and crouch.
- Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Environmental Conditions:

Work is performed in a typical office environment where there is no substantial exposure to adverse environmental conditions.

Disclaimer:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I acknowledge that I have read this job description and have received a copy for my records.	
Employee Name:	
Date:	

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