



Cashier Job Posting

Lawrenceburg Utility Systems (LUS) is seeking to fill a full-time, non-exempt position for a Cashier to collect payments of utility bills and assist customers with various inquiries regarding bills, services, permits, LUS' policies, etc.

Interested applicants can view the complete job description and apply online by visiting our website at www.lburgus.com. Applications will be accepted until the position is filled. Salary commensurate with experience and will only be discussed in interview. Excellent benefit package. Drug-Free Workplace. Drug testing is a condition of employment. EOE.



Job Description

Position Title:	Department:	Reports To:
Cashier	Customer Service	Cashier Supervisor
Employment Status:	FLSA Status:	Effective Date:
Full Time	Non-Exempt	

Job Summary:

Collect payments of utility bills and assist customers with various inquiries regarding bills, services, permits, LUS' policies, etc.

Duties and Responsibilities:

- Enter alphabetic, numeric, or symbolic data from source documents into the computer, using keyboard, and following format displayed on screen.
- Count money quickly and accurately, issuing correct change and receipts to customers.
- Sum and balance payment stubs to daily session report and contents of cash drawer.
- Assist customers through phone calls and in-person via the lobby and drive-thru.
- Answer general customer inquiries regarding LUS' bills, services, and policies.
- Sort and verify accuracy of data to be entered.
- Assist with opening, balancing, and posting of mail payments as needed.
- Issue water, sewer, and gas inspections, ensuring proper documentation is relayed to other departments, if necessary.
- Complete other duties as assigned.

Required Skills and/or Abilities:

- Acknowledge and adhere to all of LUS' policies and procedures.

- Perform duties safely without endangering self, others, and the public.
- Ability to read, write, understand, and follow instructions and job-related materials.
- Ability to use mathematical skills to be able to add, subtract, multiply, and divide all units of measure.
- Take responsibility for your own actions and treat others with respect.
- Attend work regularly and on time.
- Ability to work inside.

Physical Requirements:

- Ability to occasionally lift and/or move up to 25 pounds.
- Ability to use eyes, hands, and fingers to operate computer keyboard accurately.
- Ability to sit and/or stand for 2 hours at a time.
- Ability to talk, see, hear, reach, handle, and feel.
- Ability to stoop, bend, climb, crawl, and twist.

Education, Experience, and Qualifications:

- High School Diploma or equivalent required.
- Previous cashier and/or customer service experience preferred.
- Proficient with Microsoft Office Suite (Excel, Word, and Outlook).
- Ability to learn and use appropriate LUS software.