



City of Miami
CASHIER II

SALARY	\$38,235.18 Annually	LOCATION	City of Miami, FL
JOB TYPE	Full-Time	JOB NUMBER	1106-20240429-ORIG
DEPARTMENT	Finance	OPENING DATE	04/29/2024
CLOSING DATE	5/10/2024 5:00 PM Eastern	MAX NUMBER OF 200 APPLICANTS	

An Equal Opportunity Employer

Nature of Work

A MAXIMUM OF 200 APPLICATIONS WILL BE ACCEPTED FOR THIS RECRUITMENT!

PLEASE APPLY IMMEDIATELY.

Advanced cash handling and clerical work in receiving and processing City funds.

Work involves, but not limited to: processing of a large volume of financial transactions as payment for various taxes, fees, fines, licenses and other financial obligations due to the City. It calls for a high degree of speed and accuracy in monetary transactions, and for some knowledge of the legal sources of City funds. Work is performed in accordance with established policies and procedures, and only unusual and non-routine matters are referred to higher levels of authority. Functional supervision is received from departmental superiors who review reports of work performed, and technical supervision is provided by periodic audits of all transactions. Supervision may be exercised over Cashier I and relief personnel required during peak or rush period.

Essential Functions

Supervises and participates in the receiving of cash, checks and other negotiables from the public, collection agencies of the various City departments, and via mail as payment for taxes, fees, fines, licenses and other financial obligations due the City. Examines checks to determine that they are made out and endorsed properly; checks currency to detect counterfeit, foreign and damaged money; makes change, issues receipts and records all transactions on the proper account, ledgers, cash sheets and summary reports.

Prepares daily balances of recorded transactions, stubs, and vouchers against total receipt; separates working funds, cash, checks and other negotiables, and makes up deposit slips. Checks all summary reports and receipts of subordinates. Consolidates reports and receipts, prepares deposit slips, encloses receipts and seals bank bags for pick up by armored truck service.

Balance petty cash and working funds; places all cash on hand in safe and determines that the safe is actually locked. Interacts with public in explaining bills, calculating past due amounts, and advising as to proper office to resolve disputes or questions about billings.

Performs other related work as required.

Minimum Requirements

High school diploma or its equivalent and four (4) years experience as a cashier. It is highly desirable that the aforementioned experience involve handling a large volume of cash and negotiables. Experience working with a Point-of-Sale (POS) system is also highly desirable.

OR

Equivalent combination of education and experience beyond high school diploma or its equivalent and two (2) years of the required experience.

Documentation Requirements

PLEASE READ CAREFULLY

Applicants, including City of Miami employees, must upload and submit attached copies of the following documents with the employment application. Please be sure to attach all required documents to your employment application each time you apply. Uploaded documents remain in your online profile but they will not attach automatically and you will be deemed ineligible without the proper documentation.

ALL DOCUMENTS SUBMITTED MUST BE CLEAR, LEGIBLE, AND IN PROPER FORMAT.

THE FOLLOWING DOCUMENTS ARE REQUIRED AT TIME OF APPLICATION AND ARE ACCEPTABLE FORMS OF PROOF:

1. Proof of education: Copy of high school diploma or its equivalent. College degrees and/or transcripts from an US accredited institution are also acceptable. Foreign diplomas/degrees must be submitted with a credential evaluation report from an approved credential evaluation agency. If submitting transcripts, submitted transcripts must include the following: student's name, school name, number of credits, degree completion, and major.

- Translations of degrees are not accepted as proof of education.
- Degree audits are not accepted as substitution for proof of education.

***Approved Credential Evaluation Agencies:**

Credential evaluation reports showing the United States equivalency for academic credentials earned in other countries may be provided by:

- An accredited four-year college or university in the United States, OR
- A current member of the National Association of Credential Evaluation Services (NACES), OR
- A current member of the Association of International Credential Evaluators (AICE), OR
- A recognized Professional Organization

For additional list of approved credential evaluation agencies visit the [Florida Department of Education](#)

Toxicology: Prospective employees may be required to submit to toxicology, medical and background screening.

It is the applicant's responsibility to ensure that all required documents submitted with the employment application are in a format that is acceptable, clear and legible for eligibility determination or risk being disqualified.

Applicants, including City of Miami employees, must completely detail their work experience on the employment application or risk being disqualified. Resumes are not required and will not be reviewed in place of the employment application.

It is the applicant's responsibility to update their online profile with personal data, work experience, education, and certifications, when submitting application(s), failure to do so may result in disqualification.

Applicants must provide a valid email address in order to receive notification of eligibility.

Veterans Preference: Veterans Preference is awarded in accordance with Florida State Statute 295.07. If veteran's preference is being claimed, it must be indicated on the application form and proper documentation, including all forms DD-214 (Member 4) and the applicable FDVA- Veteran's Preference Certification Form(s) in accordance with rule 55A-7.013 - Documentation of Preference Claim, must be submitted with the employment application.

FDVA Certification Forms: Please complete the applicable Veterans' Preference Certification Form(s). Form(s) must be uploaded with your employment application along with acceptable proof of veterans' preference.

Form VP1: VETERANS' PREFERENCE CERTIFICATE

Form VP2: CURRENT MEMBER OF THE RESERVE CERTIFICATION

FORM VP3: UNREARRIED WIDOW or WIDOWER CERTIFICATE

Selection Preference for City Residents: In accordance with APM 2-02, applicants for classified positions who are City of Miami residents and new hires will receive preference in selection from interview ranking bands provided that any two (2) of the following documents are submitted with the employment application and again at time of interview:

- A. Utility bill dated within 60 days of the date of submission
- B. Valid Florida Driver License or State-issued I.D.
- C. Property Tax Statement dated within 1 year of the date of submission
- D. Properly executed valid lease agreement
- E. Homestead Exemption dated within 1 year of the date of submission
- F. Motor Vehicle Registration dated within 90 days of the date of submission

G. Official school records or transcripts, dated within 90 days of the date of submission

H. W-2 (or 1099) Tax Form dated within 1 year of the date of submission

City of Miami residents are granted selection preference over non-City of Miami residents within the same ranking band resulting from an interview process.

Selection Preference: Selection preference within the same ranking band resulting from an interview process will be granted in the following order: 1) preference eligible veterans, 2) active City of Miami employees, 3) City of Miami residents, 4) all others.

OPEN/NON-COMPETITIVE

An Equal Opportunity Employer

Agency

City of Miami

Address

444 SW 2nd Avenue, 7th floor

Miami, Florida, 33130

Phone

(305) 416-2170

Website

<http://www.miamigov.com/employment>

CASHIER II Supplemental Questionnaire

***QUESTION 1**

Have you uploaded and attached a copy of your proof of education or a foreign credential evaluation which verifies your graduation as specified in the job announcement? If not, please be aware that your application will be deemed ineligible.

Yes

No

* Required Question