

Surprise Valley Electrification Corp.

(Open Application Period: 4-1-21 through 4-9-21)

POSITION DESCRIPTION

CASHIER/RECEPTIONIST

I. **Objective:**

To provide friendly, efficient receptionist service to members, internal workers, and others entering the business office. To accurately account for all monies received over the counter, by mail, and from online bill payments.

II. **Position Requirements:**

- A. Must be customer-service oriented with high people skills to greet and interact with members and internal co-workers.
- B. Demonstrate high competency with cash handling and respective accounting procedures.
- C. Must be able to type efficiently, use a 10-key calculator, and possess basic computer skills (familiarity with MS Office applications preferred).
- D. Must possess or acquire a thorough knowledge of all applicable Cooperative policies, procedures, and rules that are essential in handling all phases of assigned duties.
- E. Must possess or acquire a working knowledge of current banking practices.
- F. Position requires confidentiality in Cooperative business practices.

III. **Reporting Relationships:**

- A. Reports to the General Manager.
- B. Assists Controller with Cash and Accounts Receivable reporting as needed.

IV. **Responsibilities:**

- A. Prepare daily bank deposit and summary.
- B. Prepare and balance daily close and assure accurate posting to member accounts.
- C. Safeguard all monies received.
- D. Direct all questions that may occur to the appropriate person or department.
- E. Assist in answering telephone and direct incoming calls to the appropriate person.
- F. Invoicing related to service and product orders.
- G. Participate in process improvements and increase efficiency where needed.
- H. All other duties as may be assigned from time to time by the General Manager.

V. **Compensation:**

Depends on experience.

***** To apply for position, please submit completed application and resume to our new headquarters at 800 W. 12th Street, Alturas, CA 96101, Attention Bradley Kresge. *****