



Job Opportunity
Town of Abingdon, Virginia

Posting Date: March 15, 2023

Position: Cashier 1

Closing Date: March 31, 2023

Department: Treasurer

Salary: \$28,784 - \$38,067

Job Type: Full-Time (40 hours/week)

Monday – Friday
8:00 am – 5:00 pm

Position Description:

The cashier position is responsible for the collection of payments both over the counter and through the mail. Daily duties include balancing the cash drawer, reconciling payments for accuracy, and preparing daily deposits. Additional responsibilities include responding to questions from citizens, providing information related to taxes, licenses, and various billings, and other duties that the Treasurer may assign to the position, as necessary.

Skills and Requirements:

- High school graduate or equivalent
- One to two years of related experience
- Must have computer skills and the ability to use Microsoft Office products and other technology
- Knowledge of general accounting principals
- Strong attention to detail
- Ability to tactfully communicate with others, orally and in writing
- Knowledge of general office methods and procedures
- Ability to follow both verbal and written instructions
- Ability to develop and maintain positive professional relationships with other employees, and the general public
- Demonstrated organizational skills

Application: Please complete and submit your application: www.abingdon-va.gov.

The Town of Abingdon offers an excellent benefits package, including medical and dental insurance, paid annual leave, paid holidays, and Virginia State Retirement to full-time employees. The Town of Abingdon is an Equal Opportunity Employer.