Job Title:

Treasury Clerk (Money Clerk)

FLSA STATUS: Non-Exempt

SUPERVISION RECEIVED FROM: Patricia Beard, Accounting Manager

DEPARTMENT: Finance

WORK SCHEDULE: Flexible Part Time Hours 5am-9am (7 days a week)

SUPERVISION EXERCISED OVER: N/A

Number of Vacancies: 2

MINIMUM QUALIFICATIONS: High School Diploma or GED equivalent with a minimum of one (1) year of previous cash handling experience.

PREFERRED QUALIFICATIONS: 1-2 years of cash handling experience

SUMMARY\*: The purpose of this position is to process, deposit and report all transit revenues. This is accomplished by receiving and verifying currency and returned fare media, applying account payments, sorting and distributing mail, accepting employee payments, generating daily deposits, handling petty cash, processing fare revenue. Other duties include posting returned checks, contacting appropriate parties regarding past due accounts, ticket exchanges and other related clerical assignments.

* + REQUIRED KNOWLEDGE, SKILLS, and ABILITIES: Record keeping and filing methods and systems, basic mathematics, principles and methods of cash handling, practical application of computers and peripheral equipment, English grammar, punctuation, spelling, and usage, standard office machine usage, and general methods of tactful public communication and customer service practices

Essential Duties:

# Receives returns, payments and other account data and enters information into fare pre-payment software and/or spreadsheets; reconciles returned media and checks/currency/coin; advises customers of account discrepancies; makes copies of posted payments; processes online fare media orders; validates credit card transactions via VeriFone; posts check orders; assists customers with account information; distributes mail. Performs revenue processing; pulls and stacks bins from bill vaults; processes currency through sorter; reconciles bag totals; sorts tickets for shredding; completes forms and deposit slips for currency bags; responds to electronic correspondence; answers telephone; orders supplies; makes copies, performs minor maintenance on revenue equipment including cleaning of coin and currency counters/sorters.

Subheader

# Body copy goes here.

Location:

2250 Florida Blvd.

Job Posting Date:

9.15.2017

Job Ending Date

9.22.2017

How To Apply:

Submit an internal application to the front desk.

HR Fax: 225.346.3249

HR Email: [careers@brcats.com](mailto:careers@brcats.com)

**Capital area transit system**

2250 Florida Boulevard

Baton Rouge, LA 70802

Phone: 225.389.8920

Fax: 225.389.8919