



The City Beautiful

City of Coral Gables Job Description

Job Title: Money Room Coordinator
Department: Parking
Classification: 0311
Pay grade: 15C
FLSA: Non-Exempt

Prepared Date: 03/2015
Approved By: Elsa Jaramillo-Velez
Cathy Swanson-Rivenbark

A handwritten signature in blue ink, appearing to be "ES", is located to the right of the "Approved By" text.

Summary

Performs accounting and money collections duties in the Parking Department processing cash from parking meters, garages and from the various Cashiers in the City. Exercises considerable initiative and independent judgment under the general direction of a supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Receives, counts, records, reconciles and deposits monies from parking meters, parking garages, and from Cashiers located in Building & Zoning, Finance, and Parks & Recreation Departments.

Maintains daily, monthly and annual records of revenues.

Prepares paperwork and money for depository company truck daily pick-up.

Compiles related data and prepares necessary reports.

Monitors meter collections to detect discrepancies.

Communicates with vendors to arrange equipment repairs and negotiate purchase of new equipment and/or supplies. Orders and maintains supply inventory.

Assists with the preparation of meter collection schedules for special events.

Disburses keys and prepares sign out sheets for collectors.

Operates office machines in the counting, wrapping and sealing coinage.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of bookkeeping procedures to properly receive and account for funds is required. Proficient in the use of a ten (10) key calculator, compute and coinage counting machinery. Ability to work independently, follow clearly outlined procedures and make rapid and accurate arithmetic computations is required. Good written and oral communications skills necessary when conversing directly or vis-à-vis reports. Knowledge of required safety precautions. Ability to work without direct supervision.

Ability to react quickly and calmly in emergencies. Ability to communicate effectively in English, orally and in writing. Ability to establish and maintain effective working relationships with other employees, City officials and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Two (2) years of cashiering or bookkeeping experience is required.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License