

CASUAL Money Room Clerk

Location: Lewes, DE

Hourly Rate: \$9.25 - \$10.50

Opening Date: December 12, 2017 Closing Date: Until Filled

I. POSITION SUMMARY

This position is a casual money room position which provides excellent customer service to internal customers by handling and counting all revenues generated at the Cape May – Lewes Ferry, Lewes terminal. Revenues sources are the collection of fares, food and retail sales, video revenues, lottery revenues and any other revenues generated at/by facility operations. Proficient cash handling, computer data entry and customer service skills required. This position must work safely and efficiently in accordance with instructions, and DRBA operating practices and procedures. Work schedules will fit the departmental needs that will require the employee to work shifts which may include weekends and/or holidays. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accurately and efficiently verify vault at the start and end of the day and throughout scheduled shift; responsible for the accuracy of vault fund counts and the correct content of the vault
- Provides change to points of sale, counts cashiers' deposits daily, records transactions, prepares daily master deposits for fare revenue, food & retail revenue and lottery revenue; prepares other deposits as required
- Issues approved cash banks to cashiers and supervisors, performs period cash bank audits
- Reconstitutes lottery banks daily, reconciles previous days sales based on lottery reports
- Prepares cash and deposit documentation which is forwarded for reconciliation as well as any other report or document requests
- Maintains money room and counting room and follows established safety/security standards
- Provides the highest level of customer service and professionalism to all internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Possess excellent oral and written communication skills
- Attention to detail
- Ability to understand relevant Authority policies and procedures and safety techniques
- Cash handling experience
- Proficiency in MS Word, Excel and Outlook
- Ability to provide superior customer service to everyone by responding in a timely, courteous and efficient manner
- Ability to work individually and as part of a team

VI. REQUIRED EDUCATION AND EXPERIENCE

- Must be at least 18 years old
- High school diploma or equivalent or equivalent related experience
- Banking service experience preferred

VII. ADDITIONAL REQUIREMENTS

- Subject to a background investigation
- Subject to pre-employment drug testing

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.