



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943

## **December 2023 Staff Report for November Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist**

- ❖ Transcribed minutes from regular and special Council meetings for November.
- ❖ Assisted Utilities clerk with receiving and posting utility payments.
- ❖ Processed payables and bank reconciliations.
- ❖ Additional Training with Deputy Clerk, Kristen Muenz on various projects.
- ❖ Additional training with Utilities Clerk, Terri Card on meter reading and monthly utility billing process.
- ❖ Assisted Town Manager, Brett Klein with various projects as needed and requested.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Provided rough draft for potential lighting ordinance update.