



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

October 2023 Staff Report for September Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Posted notices and meeting agendas for P&Z. (Gulch Rd, Post Office, Town Hall)
- ❖ Took and transcribed minutes for P&Z meeting.
- ❖ Assisted Utilities clerk with utility billing, and receiving and posting utility payments
- ❖ Processed payables and bank reconciliation
- ❖ Additional Training with Deputy Clerk, Kristen Muenz on payables, bank reconciliation and other duties.
- ❖ 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.