



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

June 2025 Staff Report for May Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Transcribed minutes from the Special & Regular Council meetings for May 13, 2025.
- ❖ Started rough draft of flow chart for special event application process.
- ❖ Assisted Utilities Clerk with monthly receiving and posting payments.
- ❖ Processed weekly payables as needed to assist Finance Director.
- ❖ Processed bank reconciliations in Caselle.
- ❖ Monthly reconciliation of petty cash and cash drawer.
- ❖ Follow-up on repairs to elevator & Certificate to be issued by State of Arizona.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Continued updates to water line inventory on 120Water website as new data has been turned in by residents and business owners.
- ❖ Attended virtual 120Water meeting, and prepared mailing list for water accounts that have not submitted water line inventory yet.
- ❖ Executed agreement with Xpress Bill Pay for online utility payments.
- ❖ Attended training for Xpress Bill Pay on May 6th.
- ❖ Follow-up letter drafted regarding cellular line that needs to be removed from account by prior employee.
- ❖ Reviewed list of STRs & research local community changes/efforts to enforce STR regulation.
- ❖ Drafted STR notice for Planning & Zoning department to be sent to STR owner in violation of ordinance.
- ❖ Released and shipped JPD auction items as payment and necessary documentation has been received.