



#Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

January 2025 Staff Report for December Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Took and transcribed minutes from Regular Council meetings for December 10th.
- ❖ Took and transcribed minutes from Planning and Zoning meeting of December 17th.
- ❖ Assisted Utilities clerk with monthly receiving and posting payments.
- ❖ Updated late-fee billing analysis since starting to use Caselle.
- ❖ Processed weekly payables as needed to assist Finance Director.
- ❖ Processed bank reconciliations in Caselle.
- ❖ Monthly reconciliation of Petty Cash and Cash Drawer.
- ❖ Completed monthly utility bill run (due to Utility Clerk absence).
- ❖ Assisted Town Manager with various projects and forms as requested.
- ❖ Performed monthly elevator maintenance testing for December.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Additional updating of Water Line inventory on 120Water website.
- ❖ Continued drafting of new Town Shuttle Policy.
- ❖ Made contact with Caselle/Xpress Bill Pay rep regarding an online and automatic utility payment option.
- ❖ Attended Newly Elected Official Training alongside Councilmember Sharif.
- ❖ Completed and passed EMT School.
- ❖ Completed and passed the NREMT exam and obtained AZ State EMT Certification.