



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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

## **November 2024 Staff Report for October Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist**

- ❖ Took and transcribed minutes from Regular Council meeting for October.
- ❖ Assisted Utilities clerk with monthly receiving and posting payments.
- ❖ Updated late-fee billing analysis since starting to use Caselle.
- ❖ Processed weekly payables and bank reconciliations.
- ❖ Reconciliation of Petty Cash and Cash Drawer
- ❖ Reviewed and submitted special event application(s) for Cocodona 2025
- ❖ Assisted with setting up and tear down of Fire Department annual dance.
- ❖ Assisted Town Manager, Brett Klein with various projects and forms as requested.
- ❖ Performed monthly elevator maintenance testing for October.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Water Line inventory submitted for AZDEQ project.
- ❖ Concluded searching for easement information in regard to WWTP easements.
- ❖ Begin rough drafting of new Town Shuttle Policy.
- ❖ Completed FY '25 ADOR confidentiality training.
- ❖ Submitted 2025 Salary & Benefits information to AZ League.
- ❖ Attend EMT school Tuesdays and Thursdays.