



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

August 2024 Staff Report for July Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Transcribed minutes from Regular Council meeting for July.
- ❖ Took and transcribed minutes from Special Council meeting for July.
- ❖ Compiled data for public records request.
- ❖ Converted .pst email file to pdfs for attorney review for public records request.
- ❖ 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.
- ❖ Provided back up for Kristen while out of office
- ❖ Follow-up email contact with Express BillPay representative. Still waiting for response back.
- ❖ Follow-up with special event applicants for payment(s) and insurance documentation as needed.
- ❖ Assisted Town Manager, Brett Klein with various projects and forms as requested.
- ❖ Performed monthly elevator maintenance testing for July.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.