



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

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

- ❖ Start Date Monday, August 14, 2023

- ❖ Training on Accounts Payable, Bank Reconciliations, and Cash & Check Deposit batch reconciliation with Kristen Muenz, Finance Director.

- ❖ Training on collection and posting of utility & miscellaneous payments, weekly meter routes and end of month utility billing with Terri Card, Utilities.

- ❖ Answered phones and assisted at office window as needed.