



#Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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

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

- ❖ Took and transcribed minutes from Regular and Special Council meetings for November 12<sup>th</sup>.
- ❖ Transcribed e-session minutes from Special Council meeting of November 12<sup>th</sup>.
- ❖ 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.
- ❖ Prepared and mailed notifications for residents and business owners according to AZDEQ and EPA requirements for the lead service line inventory project.
- ❖ Assisted Town Manager with various projects and forms as requested.
- ❖ Performed monthly elevator maintenance testing for November.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Continued upkeep and organization of both office and public bulletin boards.
- ❖ Water Line inventory updated and re-submitted for AZDEQ/EPA project according to AZDEQ recommendation.
- ❖ Continued rough drafting of new Town Shuttle Policy.
- ❖ Attended zoom meeting for Easy CIP with Town Manager.
- ❖ Completed registration for Newly Elected Official Training for Councilmember Sharif.
- ❖ Attend EMT school Tuesdays and Thursdays (upcoming Finals December 5<sup>th</sup> and 10<sup>th</sup>)