



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

June 2026 Staff Report for May 2026 Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist

- ❖ Processed bank reconciliations in Caselle as needed to assist Finance Director
- ❖ Monthly reconciliation of petty cash and cash drawer, and quarterly check destruction
- ❖ Answered phones and assisted at office window as needed.
- ❖ Upkeep/organization of both office and public bulletin boards
- ❖ Download all batch reconciliation documentation from Xpress Bill Pay for May.
- ❖ JPD auction relisted: Sony mavica camera
- ❖ New Auction items listed: Miscellaneous wallets and ring for PD, Woodchipper for FD
- ❖ JPD Auction Releases: 2008 Ford Explorer
- ❖ JFD Auction Releases: 2 vehicles released - Impala & Expedition
- ❖ Public Works Auction Release: 1 PW Pick up w/ plow
- ❖ Ongoing file clean-up and organization for Fire Department – including connecting to new OneDrive and SharePoint
- ❖ Attended Meeting regarding updated payment processing for Caselle
- ❖ Attended meeting regarding changes to Caselle payment processing for Xpress Bill Pay
- ❖ Updated new water meter information for completed installs on Utility accounts in Caselle
- ❖ Assisted Town Manager with prep and research for new Personnel Policy updates
- ❖ Attended AMRRP Renewal Meeting & prepped new AMRRP Insurance binder for FY 26-27
- ❖ Input Opt-Outs in Caselle, activation date for manual reads TBD (digital meters not installed yet)
- ❖ Prepared May informational social media posts for JFD
- ❖ Assisted with JFD Pancake Breakfast.