



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

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

## **November 2023 Staff Report for October Activity Submitted by Michele Sharif, Accounting Clerk/Administrative Specialist**

- ❖ Took and transcribed minutes for Design Review Board Meeting.
- ❖ Assisted Utilities clerk with utility billing and receiving and posting utility payments.
- ❖ Processed payables and bank reconciliation.
- ❖ Additional Training with Deputy Clerk, Kristen Muenz on payables, bank reconciliation and other duties.
- ❖ Additional training with Utilities Clerk, Terri Card on meter reading and monthly utility billing process.
- ❖ Assisted Town Manager, Brett Klein with various projects as needed and requested.
- ❖ Answered phones and assisted at office window as needed.
- ❖ Conducted initial background research for potential lighting ordinance update.