



TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME,
ARIZONA 86331

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FEBRARY 2023 STAFF REPORT

From: Melanie Atkin, Finance Manager

To: The Mayor and Council

Accounting Duties:

- ❖ Worked with Kristen to process the weekly imports, which accounts for A/R transactions made with checks, credit cards, and cash.
- ❖ Worked with Kristen to process two payrolls through our new software, Caselle.
- ❖ Worked with Kristen to make the necessary monthly postings for Admin Charges and supplemented Water, Sewer, Police, and HURF departments with transfers from the Parking and General Funds.
- ❖ Worked with Kristen to run monthly fund, departmental, and vendor reports.
- ❖ Worked with Kristen to run daily bank statements, making the necessary journal entries to balance the daily bank reconciliations.
- ❖ Worked with Kristen to complete accounts payable invoices, checks, and reports.

HR Duties:

- ❖ Helped some employees with benefit related questions.