



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

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

July 2026 Staff Report for June 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
- ❖ 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 June.
- ❖ Updated meter information for June utility billing.
- ❖ Assisted Utilities Clerk with June utility billing.
- ❖ JPD auction relisted: Sony Mavica camera, wallets, CZ ring with heart cutouts
- ❖ TH auction relisted: Transcription kit & Arcsoft camera
- ❖ JFD Auction Releases: Woodchipper
- ❖ Connected and organized new OneDrive and SharePoint for JFD staff – ongoing
- ❖ Attended zoom meeting regarding updated grant information – hosted by Grants.com
- ❖ Submitted 120Water notice certificate to State of Arizona.
- ❖ Assisted Town Manager with prep and research for new Personnel Policy updates
- ❖ Assisted Town Manager with prep and redaction of Public Records Request: Cheifetz
- ❖ Prepped new JFD Volunteer Pension binder for new fiscal year.
- ❖ Updated activation date for Opt-Outs in Caselle (digital meters not installed yet)
- ❖ Prepared and scheduled June informational social media posts for JFD
- ❖ Assisted JFD with photography for night time ropes training.
- ❖ Compiled files on in-progress photos of the PD/Haunted retaining wall, Gulch drainage and Deception water line projects.