



# CHEROKEE METROPOLITAN DISTRICT

## Internal & External Job Posting

**Job Title: Cash Receipts Technician**  
**Posting No.: 2026-07**  
**Hiring Range: \$26.00-\$30.00/PH D.O.Q.**

**Open Date: June 15, 2026**  
**Close Date: UNTIL FILLED**  
**FULL TIME**

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### **Job Description:**

Cherokee Metropolitan District has an immediate opening for a Cash Receipts Technician to join our team. This position will work closely with the finance and billing department. process and reconcile customer payments as well as other District revenues while supporting utility billing operations and ensuring compliance with established policies and procedures.

The successful Cash Receipts Technician will have interpersonal skills including a positive attitude, ability to solve and reduce conflict and have good verbal and written communications skills.

### **Essential Functions**

Cash Receipts Technicians will work under the direction of the finance department manager, including but not limited to the following:

- Process utility payments, tenant deposits, ballfield and park reservations deposits and miscellaneous payments for accounting staff.
- Balance and prepare cash drawers.
- Process various types of payments including cash, checks, credit/debit cards and E-Box and Lockbox.
- Accurately post payment batches to customers' accounts.
- Reconcile all electronic payments; deposited remotely.
- Safe keeping of cash and checks for storage and deposit.
- Record daily payment receipts of all types.
- Process returned payments, adjustments, and payment arrangements.
- Maintain accurate records of all transactions and backup documents.
- Billing, Newsletter and Disconnects stuffing.
- Communicate with bank and billing system representatives.
- Help utility billing staff with messaging and disconnect day processes on delinquent accounts.
- Support customer service with escalated calls and billing inquiries.
- Research and correct discrepancies in customer accounts and/or payments.
- Assist in monthly closing processes and annual audits.
- Ensure compliance with internal controls, policies, and applicable regulations.
- Perform other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of basic accounting and cash handling principles; familiarity with billing operations.
- Proficiency in Microsoft Office, particularly Outlook, Word, and Excel.



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- Ability to learn and use utility billing and financial software systems; preferred knowledge of MuniLink.
- High attention to detail and accuracy; excellent reconciliation and research skills.
- Strong sense of integrity and ethical behavior; manage confidential information with discretion.
- Excellent interpersonal and customer service skills, dealing with staff, customers, and general public professionally and tactfully.
- Knowledge of conflict resolution and public relations; sense of urgency to resolve issues.
- Strong problem-solving skills.
- Flexibility and excellent organizational and time management skills.

### **Education and/or Experience and Qualifications (Required)**

- High School Diploma or equivalent
- 1 – 3 years' experience in billing, cash handling, customer account processing and/or accounting or any equivalent combination of education, training, and experience.
- Proof of U.S. Citizenship

### **Preferred Qualifications:**

- Post high school education.
- Bi-lingual (Spanish)
- The ideal candidate will be self-motivated with an enthusiastic, team-oriented attitude.

### **Attractive Benefits Package**

- 100% Employee medical, dental and vision coverage (choice of plans)
- 75% Spouse and Dependent medical, dental and vision coverage (choice of plans)
- 457 deferred compensation retirement plan with 8% company contribution, no employee match required
- 30-day vesting
- 13 paid holidays
- Paid vacation and sick leave
- 1 Personal Day
- Company vehicle for duty requirements
- Cherokee promotes career development and provides opportunities to grow professionally through development of technical knowledge and skills delivering challenging projects.

### **Additional Information**

FLSA Status: Non-Exempt  
Supervisory Classification: No  
Probationary Period: 90 days



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This job posting is not intended to list every function of the position, does not constitute an employment agreement, and is subject to change. It is not intended to limit management's rights to assign, direct and control the work of employees under their supervision.

Work is mainly performed indoors. Work does call for frequent standing and/or walking, possibly lifting, pulling, or pushing of items (seldom more than 40 pounds).

To ensure the safety of the public and reduce the risk for loss, background screenings and pre-employment drug testing are completed on applicants selected for employment. This position is subject to a screening process including but not limited to criminal history search, reference check, degree and employment verification, motor vehicle record check, and ongoing, random drug screening.

Interested applicants should submit an application, resume and letter of interest to Human Resources, **no later than 5:00pm on the close date to [careers@cherokeemetro.org](mailto:careers@cherokeemetro.org)**). Applications are available online at [www.cherokeemetro.org](http://www.cherokeemetro.org) or by contacting [frontdeskmailbox@cherokeemetro.org](mailto:frontdeskmailbox@cherokeemetro.org) or Human Resources at [careers@cherokeemetro.org](mailto:careers@cherokeemetro.org). Applications are also available at the District's office located at 6250 Palmer Park Blvd. Résumés will not be accepted in lieu of an application and applications submitted via job search websites do not satisfy the requirement to complete the application.

**The Cherokee Metropolitan District is an Equal Opportunity Employer**