

CASHIER III

NATURE OF WORK

This is advanced and complex cashier work involving the independent receiving, receipting, and accounting for all cash payments in a moderate size university.

Employees in this class serve as the head cashier for a moderate size university characterized by continuous daily contact with students, faculty, or parents in receiving and accounting for monies for a wide variety of charges. Work requires considerable planning and scheduling of payment due dates in order to provide for a smooth and orderly collection process. During peak work periods employees usually supervise several temporary cashiers. Daily work assignments require the interpretation and application of institutional policies, procedures, rules and regulations; cashiering functions which require the establishment of new or revised policies or procedures are discussed and cleared with an immediate superior. Work is performed under the general supervision of a business officer or accountant and is subject to review by the State Auditor's Office.

ILLUSTRATIVE EXAMPLES OF WORK

Plans and manages all the daily activities of a cashier office in a moderate size university; supervises and trains temporary cashier during registration periods.

Accepts cash or checks from students for room and board, tuition, and registration fees; issues receipts; receives and verifies daily collections from student stores, cafeterias, athletic offices, and other departments of the university.

Writes a variety of receipts for all cash items received, codes to proper account, balances daily receipts of entire cashier's unit; prepares a comprehensive and detailed cashier's report; and prepares all funds for deposit in local bank.

Accepts deposits from students for establishment of a bank account; prepares an account folder for each new account; makes a listing of each day's business and post data to a general ledger; and supervises several subordinate cashiers.

Receives and receipts all checks for a variety of scholarships such as Vocational Rehabilitation, veteran's benefits, educational loans, etc.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the methods used in receiving, accounting, and disbursing cash and cash items.

Considerable knowledge of banking processes and the acceptability of cash and cash items.

Ability to plan, schedule, and supervise cashier activities during registration periods.

Ability to detect errors or defects in cash or cash listings.

Ability to maintain, verify, and coordinate cash accounting records from a variety of sources.

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Ability to establish and maintain effective working relationships with departmental personnel and the public.

ACCEPTABLE EDUCATION AND EXPERIENCE

High school or General Educational Development diploma and three years of experience in receiving, disbursing and accounting for cash and cash items, preferably as a cashier or teller; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.