

**CASHIER'S OFFICE SUPERVISOR
Diablo Valley College**

DEFINITION

To oversee and coordinate the Cashier's Office and Information/Ticket Office operations; to plan, organize, and assign work; to participate in the reconciliation of bank deposits and the revolving cash fund; and to perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a college manager.

Supervises classified, hourly, and student workers.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Overseeing and coordinating the activities of the Cashier's Office and Information/Ticket Office including the collection of cash for extracurricular activities, athletic events, and performing art center events.

Planing, organizing, and supervising the work of the office in compliance with District guidelines and procedures.

Assisting in the hiring of staff; assigning and evaluating work; supervising and training staff; recommending disciplinary action as appropriate.

Monitoring and maintaining the operating budget for the Cashier's Office and the Information/Ticket Booth.

Reviewing student refunds, revolving cash claims, daily cash deposits, and daily cash reconciliation reports for accuracy; ensuring cash deposits are made in a timely manner.

Maintaining a cash over/short log; reconciling bank deposits with office records and with the District's finance system; reconciling the college's revolving cash fund.

Accurately preparing and maintaining related records and reports.

Making adjusting entries related to cash collections and student accounts receivable.

Overseeing the maintenance of student accounts receivable and the distribution of student payroll and student financial aid checks.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and procedures related to the cashiering function.

Manual and computerized cashiering, accounting, and budget control systems.

Accounting methods and procedures for ensuring internal controls and segregation of duties.

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MINIMUM QUALIFICATIONS (continued)

Principles, practices, and techniques of supervision.

Personal computer software programs for word processing, spreadsheets, and database.

Ability to:

Plan, organize, and supervise the operations of the Cashier's Office including the Information/Ticket Booth. Train, supervise, and evaluate assigned staff.

Analyze situations and make sound decisions in accordance with District guidelines and with minimal supervision.

Monitor and maintain the Cashier's Office budget.

Perform complex and technical cashiering and accounting functions with accuracy.

Prepare and maintain accurate, concise, and complete records and reports.

Ensure the timely completion of office tasks in accordance with all requirements.

Communicate effectively both orally and in writing.

Establish and maintain cooperative, working relationships with those contacted in the performance of duties.

Experience and Training:

Any combination of experience and training that likely would provide the required knowledge and skill is qualifying. A typical way to obtain the knowledge and skill would be:

Education:

Equivalent to an Associate of Arts degree from an accredited institution of higher education, supplemented by completed course work in elementary accounting, bookkeeping, or business office organization.

Experience:

Three years of experience performing increasingly responsible accounting and/or cashiering work which included at least one year providing technical or functional supervision to other staff.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays; demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrate the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrate the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrate ability to input necessary data into computer terminal and/or create documents, and reports to perform the essential functions of this position.
- Demonstrate an ability to speak clearly and communicate with others.

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WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis