

## CASHIER

### DEFINITION

To receive and process cash and checks for a variety of fees and charges; and to perform a variety of other clerical and customer service related activities.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the departmental manager.

### EXAMPLES OF DUTIES

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

Receive money from students and others for payment of tuition, laboratory fees, parking permits, application fees, transcript fees, books and materials purchases, and other related fees, fines, and charges.

Prepare and issue receipts for monies collected; deposit money.

Balance cash on hand against receipts; prepare deposit slips; check balances and reconcile cash statements.

Approve checks and credit cards.

Sell tickets and permits; maintain records and accounts.

Disburse student payroll, loans, and scholarship money; maintain records.

Issue refunds after confirmation that a refund is appropriate, such as for overpayments.

Maintain supplies and materials inventory; order replenishment as necessary.

Respond to general or specific inquiries from students, faculty, and others.

Maintain files and records on financial transactions which have occurred; prepare reports.

As assigned, operate a cash register and ensure the security of equipment and contents.

As assigned, supervise and train hourly and student personnel; monitor workflow; schedule staff as needed.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Methods of handling, receiving, and maintaining records of money received and disbursed.

## **CASHIER**

---

**2**

### Knowledge of: (Continued)

Modern office methods, procedures, and equipment used in processing cash.

Principles of supervision.

### Skill to:

Make change and count money with speed and accuracy.

Make rapid and accurate mathematical calculations.

Operate cash registers, adding machines, typewriters, calculators, CRTs and other standard office equipment.

Understand and carry out both oral and written instructions.

Successfully meet the public and create a favorable impression.

Compile financial reports; maintain records and files.

Type at a speed of not less than 40 net words per minute from clear copy.

Communicate effectively and tactfully in both oral and written form.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Supervise and train staff.

## Experience and Training

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

### Experience:

Two years of experience as a cashier or teller in banking and accounting for large sums of money.

### Training:

Equivalent to completion of the twelfth grade.