CLASS TITLE: CASHIER

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, perform accounting work involving the receipt, disbursement and accounting of large sums of money for the District; oversee the District-wide collection, deposit and accounting of registration and related fees.

REPRESENTATIVE DUTIES:

Oversee the District-wide collection, deposit and accounting of registration and related fees; count and receive cash and coins; prepare deposits for fees collected; research, investigate and follow-up to resolve problems and errors. (E)

Distribute payroll, expense reimbursements and financial aid checks to students and staff; issue petty cash reimbursements. (E)

Issue cash banks for special events and student functions according to District procedures; receive, verify and balance monies from cash banks and reconcile deposits. (E)

Collect money and issue receipts for various student fees, student loans and other cash transactions; maintain reconciliation reports; research investigations and follow-up to resolve problems and errors. (E)

Prepare a variety of records and reports relating to monies received; assign and control bank bags and night deposit keys. (E)

Record charges to the student records system; review for completeness and accuracy of information; make changes and updates to students' records as necessary. (E)

Receive and process student refund requests; assure students have no outstanding debt or delinquencies. (E)

Operate assigned office equipment including a computer, calculator and others. (E)

Process returned checks according to District policy, including collection efforts. (E)

Open and close the vault as requested; count and verify balance in the vault. (E)

Train and provide work direction to assigned staff.

Enter collections into automated cash receipts system; run related reports; verify cash received to reports; make corrections to cash receipts system as needed; resolve or report system problems.

Provide a variety of information to students and staff regarding the collection and accounting of monies received.

Perform related duties as assigned.

KNOWLEDGE OF:

District organization, operations, policies and objectives.

Oral and written communication skills.

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Operation of a computer terminal and data entry techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Methods and policies of receiving, accounting for and releasing large sums of money.

Financial and statistical record-keeping.

Laws relating to collection procedures, checks and other demand negotiable instruments.

ABILITY TO:

Maintain accurate financial and statistical records.

Read and understand statements.

Meet schedules and time lines.

Process charges and review for completeness and accuracy.

Plan and organize work.

Make arithmetical computations and tabulations with speed and accuracy.

Interpret and apply District policies and procedures.

Operate computer terminal and other office equipment.

Understand and follow oral and written instructions.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible experience in financial record-keeping work involving the receipt, disbursement and accounting for large sums of money.

ENVIRONMENT:

Office environment.

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Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.

Standing and working at a window for extended periods of time.

Lifting light objects.

Dexterity of hands and fingers to operate a computer keyboard.

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