

ISSUED: 8/98
& 6/93

TITLE: <u>Cashier</u>	SALARY	CLASS
	SCHEDULE: <u>Staff</u>	CODE: <u>SA405</u>
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	SALARY	EEO
	GRADE: <u>3</u>	CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Provide teller services to the University community including the receipt and disbursement of checks for a variety of purposes. Utilize knowledge of general office routines as well as good mathematical skills and a thorough understanding of University financial policies and procedures.

ESSENTIAL JOB FUNCTIONS

- Receive and process checks coming into University Cashiers Office. Open and distribute checks received in the mail; log in amount, source and destination of checks via computer; verify amount of departmental cash deposits; prepare receipts for money and/or checks received; receive petty cash deposits from units.
- Distribute checks to students and staff. Disburse bi-weekly paychecks to University departments and individuals; issue student loan checks; receive and distribute travel and pay advances to University staff. Verify that people receiving checks are authorized to do so.
- Receive monetary payments. Accept student payments for tuition and registration fees; sell course material fee cards for course supplies; issue postage stamps to departments and ensure proper accounts are charged; validate parking cards for monies received; provide refunds as necessary. Disburse petty cash funds; make change upon request.
- Balance funds received and disbursed daily. Ensure all transactions are accurately logged; account for all checks and money handled. Report on transactions; verify deposits to accounts; assist in preparing daily bank deposits.
- Provide information to students and University staff regarding checks availability; deposits, payments, policies and procedures. Investigate and assist in resolving problems with parking cards, improper identification and wrong account number and/or object code. Explore checks received with incomplete information. Work with vendors to solve problems with checks.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This classification level provides responsible and independent teller services to the University community. Because the duties of this position involve working with money, incumbent must consent to a criminal background investigation and able to be bonded. This level performs tasks which are procedural in nature. Incumbent must handle new situations based on information learned through prior experience or exposure. Incumbent must have keen attention to detail and the ability to communicate effectively when assisting University staff, students and the general public. This position is typically located in the Cashiers Office and reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Some knowledge of University administrative policies and procedures for the disbursement of funds and student matters.
- Some experience with financial accounting systems used at the University.
- Ability to make mathematical computations.
- Keen attention to detail.
- Ability to communicate effectively with others.
- Ability to work with established deadlines and in stressful situations.
- Ability to operate standard office equipment.
- Light typing required with emphasis on accuracy.
- Prior teller experience preferred.
- Prior data entry experience preferred.
- Must obtain security clearance.
- Typically, incumbents have worked in an bank or as a cashier.