

TITLE: <u>Sr. Cashier</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA406</u>
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	SALARY GRADE: <u>4</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Monitor teller activities and provide current financial status information to external financial institutions and University departments based on daily transactions. Knowledge of accounting and University procedures is used to perform general office routines and instruct lower level staff.

ESSENTIAL JOB FUNCTIONS

- Audit transaction log prepared by lower level Cashiers. Verify information pertaining to amount, source and destination of checks; ensure accuracy of information logged. Correct misapplied payments.
- Provide functional supervision to a large number (7-10) of lower level regular and part-time support staff. Assign, monitor and review work activities. Train in appropriate methods and procedures.
- Provide information to students and University staff regarding check availability, deposits, payments, policies and procedures. Investigate and resolve problems with parking cards, improper identification and wrong account number and/or object code; trace transactions upon request, reconstruct transactions having little or no documentation. Work with vendors to solve problems with checks.
- Balance funds received and disbursed daily. Ensure all transactions are accurately logged; account for all checks and money handled. Prepare and verify weekly bank deposits. Report on transactions; verify deposits to accounts; divide revenue received from sale of course material fee cards evenly into appropriate accounts.
- Distribute checks to student 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. Count and package money received for deposit into Parking account and area banks. Accept tuition and registration fees from students.
- 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 utilizes basic accounting knowledge to provide responsible and independent monitoring of teller activities and maintain financial information for use by University departments and external financial institutions. Because the duties of this position involve working with money, incumbents must consent to a criminal background investigation and able to be bonded. This level performs duties which are procedural in nature, but an awareness of related tasks is essential. Incumbents must handle new situations based on information learned through prior experience or exposure and are allowed to set their own priorities, subject to supervisory review and approval. Incumbents must have keen attention to detail and utilize the ability to communicate effectively with others when assisting University staff, students and the general public. This position is typically located in the Cashier's Office, Division of Fiscal Operations and reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Coursework in bookkeeping or accounting preferred.
- Reasonable knowledge of University administrative policies and procedures for the disbursement of funds and student matters.
- Reasonable experience with financial accounting systems used at the University.
- Basic accounting skills.
- Keen attention to detail.
- Ability to communicate effectively with others.
- Ability to work within established deadlines and in stressful situations.
- Ability to prioritize work.
- Reasonable teller experience.
- Must obtain security clearance.
- Typically, incumbents have held lower level Cashier positions.