



		ISSUED: 02-27-2018
TITLE: Lead Cashier	SALARY TABLE: SA	CLASS CODE: SA475
UNION: Staff Association—Local 2071, U.A.W.	SALARY GRADE: 05	EEO CODE: 40
JOB GROUPING: Accounting	FLSA: Non-Exempt	EMPLOYEE CLASS:SA

POSITION PURPOSE

The Lead Cashier position reports to the Associate Director, Cashier’s Office, performs Cashier functions and provides guidance and training to Cashiers to ensure financial transactions are conducted in accordance with university policy and procedures. Serves as a member of the Cashier leadership team.

ESSENTIAL JOB FUNCTIONS

Perform Cashier’s Office opening and closing functions. Swipe alarm, pull checks, provide Cashiers access to cash drawers, call in deposit totals to bank, run end of day reports and lock vault.

In the absence of the Associate Director and Supervisor, order cash to ensure proper amount of denominations are on hand to conduct business.

Respond to Cashier’s questions and resolve work processing problems. Process corrections as necessary.

Provide training to Cashiers. Instruct on how to use system, process transactions and identify counterfeit money.

Provide work direction and daily assignments to Cashiers in the absence of the Associate Director and Supervisor.

Process and record collection agency, third party and student tuition wire payments. Perform a secondary count of all cash received by Cashiers. Reconcile payments and respond to Student Accounts Receivable and University departments regarding clarification of deposits. Maintain log of collection agency payments received.

Process return items received from the bank. Pull checks that don’t clear off line, debit accounts and send notification.

Balance cash on hand and send deposits to the bank.

Perform teller duties in the absence of Cashiers. Balance and audit cash drawer according to policy and procedure.

Resolve work processing problems and process corrections as necessary. Correct transactions to wrong accounts.

Distribute drop box deposits and mail to Cashiers for processing.

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.

Respond to telephone inquiries in a timely manner. Intervene and provide assistance to customers expressing concerns to Cashiers. Follow up to ensure problems have been addressed.

ADDITIONAL COMMENTS

This classification level utilizes basic accounting skills 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.

MINIMUM QUALIFICATIONS

- Associate degree in Business, Finance, or Accounting required or equivalent combination of education and experience.
- Some Cashier experience required.
- Reasonable knowledge of University administrative policies and procedures for the disbursement of funds.
- 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.
- Must obtain security clearance.
- Typically, incumbents have held lower level Cashier positions.