Manager, Cash Operations

Job Code 00001509

General Description
Responsible for management and supervision of Texas State Cashier’s Office and the proper receipt and prompt deposit of all University revenues.

Examples of Duties
Train and oversee student cashiers.
Set up equipment for registration.
Review daily reports received for all receipts and schedule changes.
Reconcile total of cash received to report tables.
Post cash blotter, prepare deposit slips and transfer revenues to correct bank accounts.
Interview, hire and schedule student cashiers.
Wire all Educational and General revenues, state sales tax and state portion of hotel tax to state treasurer. Transfer city hotel tax to the City of San Marcos.
Review receipting and deposit of all student organization club accounts.
Authorize all club account check requests.
Prepare cash blotter bill heads for approval and transfer funds.
Post to the cash blotter.
Review balances, reconcile and make needed adjustments on balance sheet accounts.
Update, maintain and reconcile permanent petty cash advances for change funds.
Advise Texas State cash managers on questions concerning cash controls.
Monitor collection efforts and discuss ways to improve end charges.
Submit report request to post student and department receipts to accounting ledgers.
Review billing and payment calendar for advanced registration.
Follow up on deposit discrepancies for accurate deposits.
Assure the vault is opened and closed and that the drop box is scheduled each day.
Assure security measures are in place.
Enter tuition and miscellaneous fee tables.
Review club accounts, installment clearings, tax liability, and credit card reconciliations.
Make suggestions to improve controls.
Give presentations to freshman orientation students and their parents.
Reconcile numerous accounts to assure accuracy prior to close for monthly operating report.
Resolve problems with students, parents and billings.
Assure completion of formal evaluations of Cashier’s Office staff.
Assess Cashier Office procedures and make improvements.
Participate in automation-maintenance enhancements.
Manage staff as well as student and temporary cashiers.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** accounting and audit controls; effectively organizing time and dealing with staffing needs and concerns.

**Skill in:** effectively directing the work of others and resolving disputes.

**Ability to:** understand policy and procedure manuals, memos and report information; complete time sheets, reports, deposits, correspondence; perform basic math and algebra; train staff, enforce policies and procedures, and deal with unexpected events affecting office operation; set goals and work towards their completion.

**Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**