

Head Cashier

Job Code 00007076

General Description

Responsible for balancing and reconciling revenues and preparing deposits.

Examples of Duties

Supervise cashiers and student workers.

Assist customers.

Analyze computerized runs to verify cashiers' revenues.

Count and verify revenues daily; maintain large amount of cash for peak times.

Proof computerized run to verify cashiers' monies and correct cashier errors.

Balance and reconcile all monies received by cashiers.

Order monies from bank daily to make change, cash checks and give advances to cashiers as needed.

Provide daily log on overage and shortage.

Endorse, film, and batch checks.

Assist cashiers with receipting problems.

Provide manual receipts for departments.

Compute correct student charges.

Provide University departments with cash advances; reimburse departments for purchases made.

Research problems on old accounts and refunds.

Reconcile credit card summary report.

Maintain an accurate ledger of revenues advanced and returned to bank daily.

Operate cash register.

Plan and direct the work of staff and student cashiers.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Policies and procedures related to job assignment; information included in schedule of classes; accounting concepts, such as balance sheets, coding, reconciliation of daily deposits; automated accounting systems, if required by job assignment.

Skill in: Dealing with customers; accurately balancing daily deposits.

Ability to: Interpret policy and procedure manuals; compare and verify columns of numbers and computer runs; produce reports, logs, messages, time sheets, explanations and errors; verify revenues and make change; reconcile deposits and adjustments; assist customers, both in person and on the phone, in a courteous and accurate; train cashiers and student workers; set up and maintain files; handle multiple balances and deposits; coordinate and prioritize the duties of self and others; use a ten-key; research old records and accounts.

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