Cashier

Job Code 00007041

General Description
Responsible for receipting revenues and reimbursements, student tuition, loan collections, club accounts, and other funds and to disburse checks.

Examples of Duties
Receipt for daily deposit departmental revenues and other funds.
Perform on-line receipting of students, faculty, and staff for current balance and any previous balance due.
Perform special receipting for departments that require special account coding, procedures and forms.
Release checks using appropriate verification procedures.
Balance cash drawer, petty cash advance and receipts.
Verify refund requests from over-payments.
Develop and maintain files as needed.
Process bags of coins for deposit from dormitories and library coin machines.
Check in and file checks.
Determine account codification on automated financial system.
Perform problem-solving and research duties.
Verify and issue identification cards and parking control cards.
Answer phones and respond to requests for forms or information.
Process and log mail from post office and drop box.
Operate cash register.
Assist with annual inventory, pricing and shelving books.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Accounting concepts, such as balance sheets, bank coding, and reconciliation of daily deposits; automated accounting systems, if required by job assignment.

Skill in: Dealing with customers.

Ability to: Read and interpret reports, correspondence, and newsletters; maintain manual receipts; process checks; count cash drawer; balance daily deposit; assist customers, both in person and on the phone, in courteous and accurate manner; use office machines, such as coin counter, check endorser, ten key.
**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**