FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Cashier, Senior

BASIC FUNCTION:

Under the direction of the Cashiering Services Supervisor, perform various cashiering and accounting duties; review requests for refunds; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

1. Facilitate cashiering services, including billings, collections, deposits, reconciliation's and other activities; oversee the posting of student accounts.
2. Reconcile daily cashier sales reports, bank deposits and electronic charges and transactions.
3. Analyze student refund requests; determine eligibility and amount of refunds; request, reconcile and monitor refund monies; audit and research student accounts and calculate ending balances; resolve formal disputes according to established procedures.
4. Train and provide work direction and guidance to assigned personnel.
5. Monitor and update the Third Party Billing (TPB) system; assure procedures are followed by TPB users; assure accuracy of payments of government-funded grants to student accounts.
6. Accumulate, review, present and follow-up on billing to various outside agencies.
7. Set up and operate cash register; collect monies for a variety of purposes, student activities and other District program fees.
8. Operate a variety of machines and equipment including credit card authorization machine; operate a computer and other office machines as assigned.
9. Prepare and maintain a variety of records and reports.
10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Principles of training and providing work direction to assigned staff.
2. Accounting practices and procedures.
3. Cashiering procedures and techniques.
4. Modern office practices, procedures and equipment.
5. Record-keeping techniques.
6. Interpersonal skills using tact, patience and courtesy.

7. Oral and written communications skills.

8. Operation of a computer and assigned software.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Perform various cashiering and accounting duties.

3. Review student refund requests.

4. Train and provide work direction and guidance to assigned personnel.

5. Make arithmetic computations with speed and accuracy.

6. Maintain records and prepare reports.

7. Operate a computer, cash register and other equipment.

8. Plan and organize work.

9. Establish and maintain cooperative and effective working relationships with others.

10. Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Three years general cashier experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Indoor work environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of hands and fingers to operate a cash register and computer keyboard.

3. Sitting or standing for extended periods of time.

4. Seeing to read a variety of materials and to count money.

DATE APPROVED: March 1, 1999
RANGE: N-41
EEO-CATEGORY: H-40