Cashier

BASIC FUNCTION:

Under the direction of the Cashiering Services Supervisor, accept and account for payment of fees, student body cards, tuition, penalties and deposits from bookstore, food services and associated students.

REPRESENTATIVE DUTIES:

1. Accept and account for payment of fees, student body cards, tuition, penalties and deposits from bookstore, food services and associated students.
2. Review student accounts on a computerized database for payment and charge information.
3. Answer questions in person or on the telephone regarding external and internal inquiries of accounts and College practices and procedures.
4. Maintain records and files for accounts in collections.
5. Place holds on student records for campus fines and returned items such as checks and credit cards; notify students as necessary; release holds according to established procedures.
6. Issue, maintain and reconcile records related to petty cash refunds.
7. Locate and process credit card charge backs; submit information to the appropriate sources; update files as necessary.
8. Operate a computer, 10-key calculator and other assigned office equipment.
9. Participate in various activities of the assigned area.
10. Provide guidance to assigned staff as needed.
11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Receiving, depositing and accounting for monies received from varied sources.
2. Basic accounting practices, procedures and terminology.
3. Cashiering skills.
4. Correct English usage, grammar, spelling, punctuation and vocabulary.
5. Record-keeping techniques.
6. Interpersonal skills using tact, patience and courtesy.
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. Accept and account for payment of fees, student body cards, tuition, penalties and deposits from bookstore, food services and associated students.

3. Perform cashier work.

4. Operate a computer and assigned office equipment.

5. Communicate effectively both orally and in writing.


7. Add, subtract, multiply and divide quickly and accurately.

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: One year 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 cash register.

3. Sitting or standing for extended periods of time.

4. Seeing to count money.

DATE APPROVED: March 1, 1999
RANGE: N-35
EEO-CATEGORY: H-40