



JOB TITLE: CLERK CASHIER

Classification: Classified
Salary Range: 19

Retirement Type: PERS*
Board Approved: October 15, 2012

BASIC FUNCTION:

Under the direction of the Director of Accounting, the cashier/ clerk will process payment of fees and refunds, including verifying accuracy of student refunds and assist in adding and dropping classes. Daily tallying and close cash drawers daily; charge student accounts for any fees and fines and other types of related transactions as required by assigned area. Other routine accounting and recordkeeping duties as required by assigned area.

REPRESENTATIVE DUTIES:

- Train and provide oversight and direction to temporary cashiers.
- Develop and coordinate work schedules for temporary cashiers.
- Disburse, balance and submit for reimbursement the District petty cash transactions.
- Receive, verify and issue receipts for cash received for other related areas of District operations and/or outside agencies.
- Create weekly or monthly summary recaps for District wide fund receipts.
- Data entry of District wide fund receipts.
- Maintain permanent vendor payment records.
- Count and tally personal use cash drawer receipts and verify accuracy.
- Assist with assigned area cash drawer verifications and reconciliation as needed.
- Research and answer inquiries related to the Chancellors Office Tax offset Program (COTOP), a student debt collection system.
- Count and prepare for deposit parking permit money.
- Collects and posts a variety of student fees and third-party payments places and removes holds on student accounts for financial obligations.
- Generate, review, maintain and distribute a variety of records, reports and files.
- Assist the accounting technician with preparation of recap, filing, and retrieval of documents.
- Verifies disbursement to ensure they match source document. Prepare mailings of receipts, parking permits billing letters and refund checks according to established procedures.
- Enters transactions into the district system in accordance with detailed procedures and carefully pays attention to details to ensure accuracy.
- Provides information and assistance to students regarding student accounts; reviews student accounts to analyze activity; assists in resolving system errors.
- Sell parking permits. Maintain records of parking permits and duplicate permits.

Light clerical duties: Sort incoming mailing, filling, answering and taking telephone messages. Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and two years of cashiering. Basic knowledge of Microsoft Excel.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Methods of accurate cash register balancing, setting up cash drawers, and generating reports. Basic math.

Customer service practices.

Interpersonal skills using tact patience and courtesy.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Abilities/Skills:

Use a calculator with speed and accuracy.

Effectively operate a computer terminal.

Read, interpret, apply and explain policies and procedures.

Resolve problems related to operation of cash registers, sales entries, refunds and adjustments.

Prioritize and schedule work.

Train and provide work direction to student and part-time workers.

Establish and maintain cooperative and effective working relations with others.

Make calculations of change with speed and accuracy.

Maintain routine records.

Perform effectively in a fast paced environment.

Work overtime during peak periods.

Understand and follow oral and written direction.

Communicate effectively both orally and in writing.

Greet the public tactfully and effectively.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; noise level varies from moderate to noisy.

PHYSICAL ABILITIES:

Use arms, legs, and back to lift moderately heavy items.

Bend at the waist.

Walk and/or stand for extended periods of time.

Dexterity of hands and fingers to operate a cash register, keyboard, type, handle materials and paperwork.

Reach overhead, above the shoulders and horizontally.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.