

CLASS SPECIFICATION
Cashier

FLSA Status: Nonexempt
EEOC Job Category: Office and Clerical
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, receives funds and records monetary transactions in modules of the District's enterprise system; provides information to students and staff regarding student and department accounts; performs routine accounting and statistical recordkeeping duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Cashier is the entry-level class in the cashier class series. Under general supervision, incumbents learn and perform a variety of cashiering duties, including collecting and posting fees and receipts and entering transactions in the District's enterprise system.

Cashier is distinguished from Lead Cashier in that incumbents in the latter class are responsible for overseeing the work of and providing lead work direction to the incumbents in the former class.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Collects and posts a variety of student fees and third-party payment slips; reconciles cash drawers; places and removes holds on student accounts for financial obligations; balances credit card transactions to reports; generates, reviews, maintains and distributes a variety of records, reports and files.
2. Enters transactions in the District's enterprise system in accordance with detailed procedures and careful attention to detail.
3. Provides information and assistance to students regarding student accounts; reviews student accounts to analyze activity; assists in resolving disputes with credit card processing companies and system errors.
4. Disburses ID stickers and parking permits in person and by mail; maintains records of parking permits and duplicate permits.

OTHER DUTIES

1. Attends a variety of meetings, conferences and seminars as required.
2. Provides backup for other cashiering staff.

QUALIFICATIONS

Knowledge of:

1. District rules, procedures and practices governing cash handling and receipt.
2. Basic methods, practices, documents and terminology used in processing accounting transactions and in financial and statistical recordkeeping.
3. Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility.
4. Use and operation of applicable modules of the District's enterprise system.
5. Customer service practices and etiquette.
6. Modern office practices, procedures and equipment.

Ability to:

1. Operate a computer and spreadsheet software.
2. Learn, understand, interpret, apply and explain District policies and procedures applicable to areas of responsibility.
3. Analyze, post, balance and reconcile cash transactions.
4. Make calculations accurately and rapidly.
5. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
6. Understand and follow written and oral instructions.
7. Communicate clearly and effectively, both orally and in writing.
8. Exercise tact and diplomacy in dealing with sensitive issues and upset individuals.
9. Maintain confidentiality of District documents and records.
10. Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and one year of clerical or technical accounting experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands repetitively to operate, finger, handle or feel computers and other standard office equipment; and reach with hands and arms. Employees are occasionally required to stand and walk; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; and interact with District management, staff, students, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.