

SENIOR CASHIER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for performing complex cashiering functions including receiving, recording and securing cash for fees or in payment for services; receiving, recording and securing valuables; maintaining detailed account ledgers using automated equipment and files; and regularly auditing and reconciling accounts. This position involves exercising considerable independence in handling large amounts of cash. Supervision may be exercised over a small number of subordinate level cashiers and/or clerks. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives payments in the form of cash, checks and credit cards for fees or services rendered; records amounts received; issues receipts; and secures cash;

Maintains cash drawer by adding deposits, and balancing total amounts of cash and checks received against receipts and/or on-going accounts;

Posts charges and payments to an automated account keeping file, and checks the accuracy of the information recorded;

Regularly audits and reconciles posted accounts;

Maintains tapes of daily cash register transactions and verifies records with collected cash and checks at the end of the day;

Prepares cash and checks for deposit with appropriate bank deposit slips, and reconciles bank statements with internal account records;

Issues checks for refunds, and for payments of orders received and deliveries;

Disburses petty cash, makes change and cashes checks in accordance with established procedures;

Prepares reports and statements of cash receivable accounts by financial category and by type of service for specially designated accounts;

Answers inquiries in person or over the phone concerning charges and account balances;

Communicates regularly with various administrative staff within the department to determine charges for services and the status of accounts;

Refers delinquent accounts to appropriate staff for collection, and reports discrepancies in accounts for further action;

Maintains detailed records of the contents of various safes, including cash and valuables, and insures the security of the contents;

Receives and returns valuables for safekeeping and maintains detailed records thereof;

EXAMPES OF WORK: (Illustrative Only) (Cont'd.)

Performs related clerical functions, as assigned, to ensure the safe, accurate, and effective receipt and disbursement of cash transactions;

Maintains an adequate inventory of stock items, re-ordering, receiving and storing items as needed;

Handles routine correspondence, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;

Performs related duties as needed to ensure the effective operation of the area of assignment;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern business practices related to cashiering and the maintenance of cash receipts, records and reports; good knowledge of the procedures used in handling, recording, and depositing of moneys; good knowledge of business arithmetic and English; ability to conduct accurate reconciliation of automated accounts; ability to carry out oral and written instructions; ability to deal effectively with the public in a business-like manner; ability to establish and maintain effective working relationships with others; ability to effectively use computer applications such as spreadsheets; word processing; calendar; e-mail and database software; ability to speak, read, understand and communicate in English sufficiently to perform the essential functions of the position; accuracy; honesty; courtesy; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and three years of clerical experience, two years of which must have involved collecting cash and maintaining financial records.

SUBSTITUTION: Satisfactory of 30 credits* at a recognized college or university may be substituted on a year for year basis for up to two years, however candidates must have one year of experience collecting cash and maintaining financial records.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.