

SUPERVISING CASHIER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, serves as the control cashier and supervisor of employees engaged in receiving payment and keeping records of funds received. This position involves the supervision of both the employees and the processes involved in the collection of fees and charges from the public. Inherent in this position is the responsibility for maintaining adequate accounting records, either manually or using automated systems, and for making any necessary segregation of funds. Supervision is exercised over a number of subordinate level cashiers and clerks. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and coordinates the activities of a unit which receives payment and maintains records, including: scheduling, assigning, checking and following up on the taking and recording of cash payments;

Receives, balances and records reports of money received and transactions made from the Cashier either manually or using automated systems;

Checks transactions and balances out each Cashier's account at the end of the day, either manually or using automated systems;

Segregates cash for deposit to appropriate accounts, preparing deposit slips and making deposit;

Totals and endorses checks;

Acts as the contact between the administrative official in charge and the staff;

Prepares daily summary card of activities;

Reconciles bank deposit statements, either manually or using automated systems;

Relieves Cashiers when necessary to maintain the required schedule and level of staffing;

Computes fees and issues licenses;

Assists patients and/or staff with resolution of day-to-day problems regarding payments;

Explains fees to patrons.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the handling, recording and depositing of money; good knowledge of office practices, terminology and equipment as related to handling money and the maintenance of cash records and reports; good knowledge of business arithmetic and English; ability to organize and supervise cashiers and related financial recordkeeping activities and processes utilizing both manual and automated systems; ability to get along well with others and work effectively in a supervisory relationship; ability to plan, lay-out and direct the work of others; good judgement; tact; accuracy; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school or equivalency diploma and five years of increasingly responsible clerical experience, three of which must have involved collecting fees and maintaining records, and one of which must have involved the use of computerized systems to maintain records; or (b) completion of a two year secretarial or business course and three years of specialized experience as stated in (a), including the one year of specialized experience; or (c) a satisfactory equivalent combination of training and experience.