

Position: Lead Cashier	Position Number:
Department:	FSLA: Non-exempt
Reports to:	Salary Grade: 115

### **Summary**

Accepts payments, registration materials, and processes related transactions. Receives, balances, and posts financial transactions. Balances transactions and deposits from other cashiers and departments. Acts as a liaison between the Business Office and Admissions Office.

### **Essential Duties and Responsibilities**

- Receives, enters, and verifies payment information related to student and staff registration, accounts receivables, and other functions. Codes information into an automated accounting data entry program. Posts payments onto student accounts.
- Reconciles and prepares a daily cash count, report, and deposit for each cashier. Counts and verifies transactions, preparing deposits for local banks. Prepares several moneybags for armored car transport from the main campus for deposit, maintaining high level of security. Deposits from other departments are included.
- Reconciles cash balances on a daily basis. Disburses money, performs ledger sheet accounting procedures, and verifies account numbers and supporting documentation and authorizing signatures. Submits information to accounting for reimbursement.
- Provides assistance over the phone and in person regarding information on registration, payment policies, account balances, and college policies to students, staff and the general public. Acts as a liaison and attends Student Services meetings and training sessions, may assist registering students.
- Cashes checks for students and staff. Verifies authenticity and signature.
- Prepares and processes financial aid checks, coding the appropriate funds to specific accounts.
- Maintains all vault change funds, ordering change funds on request for travel and other activities.
- Verifies, balances, and posts bookstore expenses and receipts. Enters transactions on to an automated accounting data entry program.
- Prepares and distributes accounts payables checks for the bookstore and foundation.
- Processes miscellaneous cash transactions such as refunds, grant requests, emergency loans, and other requests. Disburses payments by check or cash.
- Provides assistance to the accounts receivable function as needed.

- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

High school diploma or equivalent; post-secondary coursework/training in bookkeeping/accounting, computer applications and business. Three years experience in an office or retail environment including application of bookkeeping/accounting skills, operation of computer and high volume public contact.

- **Abilities**

Requires the ability to maintain a complete set of records and reports consistent with defined requirements. Must be able to interact with a wide range of contacts with courtesy and patience. Requires the ability to maintain the confidentiality of student records and information. Must be able to perform all of the clerical and record keeping duties of the position including operation of computer software programs designed for student information.

- **Physical Abilities**

Requires sufficient hand eye coordination to recognize numbers, letters, and words. Requires the ability to use a typewriter style computer keyboard and 10-key for advanced data entry. Requires auditory ability to carry on conversations in person and over the phone.

- **Education and Experience**

The position requires a high school diploma and post-secondary coursework in bookkeeping or accounting and computer-aided applications, plus two years of experience in a high volume cashier function in education or banking. Additional education may substitute for some experience.

- **Licenses and Certificates**