

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Assistant Cashier/Clerk

**BASIC FUNCTION:** Under the supervision of the area Manager, performs as cashier, including the collection and control of college fees, receiving, disbursing, and accounting for sums of money; performs a variety of clerical and bookkeeping tasks.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Counts, Accepts and verifies monetary transactions completed by various campus departments for deposit into District or college funds.
2. Prepares, verifies, and balances cash bags for deposits, distribution, and transportation using Courier and Brinks Security Systems.
3. Sales, reconciles and/or processes payment transactions such as student tuition, parking permits and citations, theme park tickets, visa cards and clay tickets, health services and student services fees, guidance test fees, returned checks, student holds, food services deposits, FA returned checks, pell grant overpayments, distribution of meal money for athletic teams, cashing employee personal checks and college performance ticket sale.
4. May log in and open bags received from Norco and Moreno Valley.
5. May roll and bag coins; prepare shipment of bags for Brinks pick up.
6. Balances and reconciles prior day cash sessions.
7. Collects and distributes mail; prepares grant checks to be mailed; files requisition forms, voided checks and W2 forms.
8. Notifies staff of available checks and prepares a spreadsheet of stale dated checks to be sent back to Account's Payable and Payroll.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** Two years of closely related experience in centralized cash vault and/or bank deposit preparation is required. Candidate must be bondable.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Methods of handling, receipting for, and maintaining records of money received; modern office methods, procedures, and equipment.

09-01-09

Revisions August 2010

**ABILITY TO:** Learn and follow college cashiering procedures; make accurate mathematical calculations; operate ten-key calculator by touch; keyboard at an acceptable rate of speed; establish and maintain an effective working relationship with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, other departmental personnel, couriers.

**WORKING CONDITIONS:** Normal cashiering environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.