

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE G

CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

CASHIER/CLERK

BASIC FUNCTION

Performs a variety of clerical and technical cashiering functions, including the collection and control of college fees.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Fiscal series is responsible for ensuring that fiscal transactions, fees, and billings are properly recorded. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Opens cashier session for day's use, closure, and reconciliation.
2. Handles transactions and payments for Admissions (enrollment, transcripts, and parking fees).
3. Posts payments for student accounts.
4. Balances cashiering sessions for the day.
5. Reconciles cashiering sessions for the day.
6. Schedules hourly workers.
7. Processes graduation application fees and takes payments.
8. Rebills student accounts for waivers of enrollment fees.
9. Distributes student activity fee waivers when needed.
10. Processes payment transactions for student enrollment, transcripts, and parking fees.
1. Accepts and receipts deposits for club accounts.
11. Processes payment transactions for parking permits, health tests, guidance test fees, and Pell grant overpayments.
12. Sells theme park tickets, VICA cards, clay tickets, and photo cards.
13. Distributes meal money for athletic teams.
14. Distributes payroll warrant disbursements, travel cards, and other forms of payment.
15. Receipts cash received from parking meters.
16. Processes parking citation payments and tuition payments received.
17. Participates in District-provided in-service training programs.
18. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Basic accounting principles and practices.

2. Methods of handling, receipting for, and maintaining records of money received.
3. Modern office methods, procedures, and equipment.

Ability to:

1. Learn and follow college cashiering procedures.
2. Make change with speed and accuracy.
3. Make accurate mathematical calculations with speed and accuracy.
4. Operate ten-key calculator by touch.
5. Follow written and oral directions.
6. Tabulate and post accurately.
7. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
8. Communicate effectively in the course of performing work tasks.
9. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
10. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
11. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and two (2) years of closely related experience in clerical work which includes one year involving the handling of and accounting for money; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.