STATE CENTER COMMUNITY COLLEGE DISTRICT
CASHIER

DEFINITION

Under direction performs cash management duties.

DISTINGUISHING CHARACTERISTICS

This classification performs cash management and routine accounting duties in accordance with clearly defined instructions or established office procedures. This classification requires lead responsibilities. This position differs from higher levels in this series by the responsibility for or limited variety of activities, work being more closely supervised and more routine in nature.

EXAMPLES OF DUTIES

Performs cash management duties including but not limited to: receipt, deposit, recap and disbursement of funds; balance daily transactions; disburse financial aid checks, payroll warrants, expense checks, reimbursement warrants; recording information from general business documents or general instructions on records; verifying and preparing invoices, correspondence, and statistical information; proof-reading; filing; assigning and reviewing the work of other employees and students; entering and retrieving data from computer system in appropriate format. May perform other duties as needed.

EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade

Experience: Some experience performing moderately difficult cash management duties.

Knowledge, Skills and Abilities: Knowledge of basic accounting and bank deposits. Knowledge and skill to maintain accounting records and count and receive money. Skill to operate calculator, keyboard, cash register, coin counting and packaging equipment. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Skill to create and utilize word processing documents, spreadsheets, email, online calendaring and data entry/retrieval from database programs. Ability to learn and apply financial aid disbursement procedures; receive and follow instructions; appropriately interact with students, staff, faculty and the public; ability to learn and apply college and district policies and procedures.

Section 4 Page 5
Approved: April 15, 1991
Revised by BOT: August 7, 2007
Revised by PC: September 11, 2007
Salary Range: 44