STATE CENTER COMMUNITY COLLEGE DISTRICT
THEATER BOX OFFICE CASHIER

DEFINITION

Under direction performs, oversees and participates in the operation of the theatre box office, publicity projects and ticket sales.

DISTINGUISHING CHARACTERISTICS

This classification performs cash management and routine accounting duties in accordance with clearly defined instructions or general office procedures. This position differs from higher levels in the accounting series by the responsibility for a limited variety of accounting activities and the responsibility for clerical and publicity project work. This position may involve lead responsibilities.

EXAMPLE OF DUTIES

Collecting payments for tickets; processing receipts for cash and credit card sales and reimbursement; verifying, balancing and posting records/accounting information; verifying and preparing invoices, checks, correspondence, and statistical information; making daily deposit of monies received; calculating, preparing and reconciling various financial reports; maintaining various financial records, files and ledgers; maintaining and coordinating department and community mailing lists, including bulk subscription season ticket and single ticket mailings, and mass mailings of promotional materials; typing, proofing, composing, compiling, revising reports, correspondence and other documents; serving as liaison between faculty, Public Information Office, graphic artist and printing department to assist with production of promotional materials; ordering tickets and coordinating ticket sales including complimentary tickets for the press; handling reservations for all performances and special events; recruiting and directing the activities of volunteers and students for performances; ensuring that information on print and web listings is current and accurate; organizing, maintaining and updating files, documents and records; preparing purchase orders and requisitions; schedules and cancels appointments and maintains master calendars for department and box office; entering and retrieving data from computer system as needed; assigning and/or reviewing the work of other employees or students; may perform other related duties as needed.

EMPLOYMENT STANDARDS

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

Experience: Experience performing cash management and general accounting duties and coordinating multiple projects.

Knowledge, Skills and Abilities: Knowledge of basic accounting and bank deposits. Knowledge and skill to maintain accounting records and to count and receive money.
Skill to operate calculator, keyboard, cash register, coin counting and packaging equipment; develop and maintain databases and mailing lists; serve as liaison between faculty, Public Information Office, graphic artist and printing department to assist with production of promotional materials; compose, compile, revise, type, and proof reports, correspondence and other documents; create and utilize word processing documents, spreadsheets, email, online calendaring and data entry/retrieval from database programs. Knowledge of and ability to employ proper English usage, spelling, grammar and punctuation. Ability to receive and follow instructions; appropriately interact with students, staff, faculty and the public; and learn and apply college and district policies and procedures.

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Approved by BOT: May 6, 2008
Approved by PC: June 17, 2008
Salary Range: 48
Negotiated with CSEA: July 31, 2008