

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: CASHIER**

#### **BASIC FUNCTION:**

Under the direction of the Accounting Coordinator and the Director of Fiscal Services, perform a variety of duties in the process of the receipt and recording of all student fees and other college revenues from the main campus and all extended centers; maintain outstanding customer service; process student fee payments and all revenue receipt transactions quickly, accurately and efficiently while safeguarding college assets; maintain Business Office's general vendor file.

#### **REPRESENTATIVE DUTIES:**

Perform technical cashiering duties related to assigned District functions and operations; assure that all revenue accounts are maintain according to established District accounting policies, State and Federal laws and regulations.

Review, reconcile and finalize all cashier sessions daily; assure appropriate authorizations are documented and audit trails maintain in all cashiering transactions; audit all cashier sessions according to established procedures.

Prepared and maintain a variety of financial records as required; identify and resolve discrepancies; research errors and make adjusting entries; accurately and efficiently process all cash, check, credit/debit card, money order payments at a cashier window.

Prepare daily, monthly and year-end closing cash reports; complete required forms and file documentation according to internal control procedures, audit requirements and established policies; post payments; sort and file a variety of business office forms.

Collect and account for checks, cash, credit/card, money orders as required; prepare cash reconciliations, receipts and other appropriate documentation; prepare and close out cash boxes daily; place and release holds on computer records according to established policies and procedures.

Communicate with District personnel and administrators, off-campus agencies, students regarding payments of students' fees and receipts of college income.

Operate a variety of office equipment including computer terminal, microcomputer, printer, typewriter, calculator and other office equipment as required.

Assist higher-level personnel in completing required reports, establishing monthly schedules and distributing required forms.

Assist other accounting staff as assigned, as time allows, during rush periods or in the absence of accounting staff.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Automated accounting systems and software  
Operation of a microcomputer and related software  
Oral and written communication skills  
Interpersonal skills using tact, patience and courtesy  
Modern office practices, procedures and equipment  
Basic principles of training and work direction

**ABILITY TO:**

Perform responsible and technical cashiering work in a community college district  
Make arithmetical calculations quickly and accurately  
Process and record accounting transactions accurately  
Prepare financial reports related to assigned functions and areas  
Establish and maintain effective and cooperative working relationships with others  
Communicate effectively both orally and in writing  
Operate a microcomputer to enter data, maintain financial records and generate reports  
Interpret, apply and explain policies, procedures, rules and regulations  
Meet schedules and timelines  
Analyze and review accounting data

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical recordkeeping experience involving the collection and processing of fees and income in general.

**LICENSES AND OTHER REQUIREMENTS:** Valid California driver's license.

**WORKING CONDITIONS:** Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to constant interruptions and demanding time lines. Positions in this class may be required to drive to the County Office of Education to deliver documents.

**PHYSICAL DEMANDS:** Must set for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over the telephone and in person; lift, carry and/or move objects weighing up to 10 pounds.