

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CASHIER II** | | | | |
| **Reports to:** | Bursar |  |  |  |
| **Dept:** | Cashiering Services |  | **Range:** | 17 |
| **FLSA:** | Nonexempt/Extended Day |  | **EEO:** | Secretarial/Clerical |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**BASIC FUNCTION:**

Under direction, perform responsible cashiering duties; receive payments, disburse funds, control cash, reconcile funds, collect loan and debt payments and post to student accounts; balance cash drawer at closing; provide information regarding district procedures to students, staff, faculty and public vendors; provide third-party billing and defer­ments; authorize petty cash reimbursements; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Cashier II is the advanced journey-level position in the cashiering series. Incumbents are assigned the full range of cashiering duties including collecting and posting fees and receipts, reconciling monies, preparing deposits and preparing refunds.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Provide information and assistance, collect and process fee payments for students, depart­ments and district activities; safeguard student privacy; reconcile cash drawer and submit transaction reports daily; open and close cashier register, offices and secure building.
2. Audit and reconcile the contents of the safe and petty cash funds; order change as needed; account for funds sent to proper bank account or district office function; post to various accounts and maintain records; deposit and account for various funds and sites; apply district and banking procedures and internal control procedures in the cash-handling process in compliance with established policies and procedures.
3. Maintain ledgers of payments received for special funds such as all collections for all depart­ments (i.e., childcare, chemistry, library, non-sufficient funds and various loans from Finan­cial Aid and EOPS offices); correspond with students regarding the collection process including managing and creating payment plans and promissory note agreements; provide support for departments and help them collect delinquent accounts and balances due.
4. Maintain student records; clear holds on student accounts; receive monies and enter appro­priate data; apply holds as necessary; research, authorize and process student refunds in a timely manner; audit and update student accounts; process class cancellation and mass enrollment process for non-payment; post, waive and reverse charges as necessary to student accounts.
5. Process, update, verify, analyze and attach students to third-party contracts and billing deferments; communicate and correspond with third-party contract vendors and federal and state agencies to obtain, verify and clarify deferment authorizations; maintain accounts receivable file for invoicing agencies and processing payments.
6. Responsible for preparing, auditing and depositing funds used from issuing cash and cash boxes for events on campus and track the receipt of returned cash boxes from staff/faculty club advisors; authorize and provide staff and faculty petty cash reimbursements, ensuring accur­acy and appropriateness.

**OTHER DUTIES:**

1. Verify and issue guest and student one-day parking passes; collect money for student parking permits, parking citations and bus passes; disperse warrants.
2. Maintain a variety of files, records and calendars related to assigned activities and campus activities; maintain inventory of office supplies; perform general clerical duties as needed.
3. Recommend, train and provide technical work direction and guidance to hourly workers; may provide lead direction in the supervisor’s absence and coordinate work schedules during peak periods.
4. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

1. District organization, operations, policies and objectives.
2. Rules, regulations and policies governing the collection and disbursement of funds for a variety of district and student activities.
3. Modern office practices, procedures and equipment.
4. Interpersonal skills using tact, patience and courtesy.
5. Correct English usage, grammar, spelling, punctuation and vocabulary.
6. Accounting and banking methods and practices.
7. General operation of a community college financial system.
8. Methods and techniques for cashiering and cash handling.
9. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.

ABILITY TO:

1. Interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
2. Operate a variety of office equipment, including a computer and appropriate software, including online billing for federal and state agencies.
3. Accurately control cash including balancing, deposits, reports and auditing.
4. Plan, organize and prioritize work.
5. Multi-task in a high-traffic office; meet schedules and timelines.
6. Add, subtract, multiply and divide quickly and accurately.
7. Understand and follow oral and written directions.
8. Communicate effectively, both orally and in writing.
9. Understand and follow written and oral instructions.
10. Work independently with little direction.
11. Work confidentially with discretion.
12. Compile and collect complex data for reports and maintain a variety of financial records and files.
13. Type 30 wpm.
14. Document office policies and procedures.
15. Establish and maintain effective working relationships with all those encountered in the course of work.
16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or GED equivalent, and two years of related work experience; or an equivalent combination of training and experience.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver’s license may be required for some assignments.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provide work direction to student workers and/or temporary staff.

**CONTACTS:**

Students, faculty, staff, bank representatives, vendors, security personnel and the public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer for extended periods, including repetitive use of computer keyboard, a mouse or other control devices; use of upper extremities for transactions; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to focus while working under pressure on multiple tasks concurrently while meeting established deadlines and chang­ing priorities.

**WORKING CONDITIONS:**

Primarily busy office environment; subject to frequent contacts and interruptions by individuals in person or by phone; intermittent exposure to individuals who act in a disagreeable fashion; may be required to work at any district location during day and/or evening hours including occasional weekends on an as-needed basis.