

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: CASHIER, HEAD

Reports To: Designated Supervisor

UW Job Code: 4218

UW Job Family: 35 – Student Services Management Support

SOC Code: 13-2011

FLSA: Exempt

Pay Grade: 21

Date: 11-1-97 (revised 7-1-02; 2-4-03; 7-1-04; 5-31-05; 6-22-05; 12-8-18)

JOB PURPOSE:

Supervise daily operational functions of cashier office; perform cashier duties including daily cash disbursement and receipt; provide data entry and student account information on computer database.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise daily operations of office, including training and advising cashiers on policy and procedures, internal control issues, and staffing requirements including scheduling.
- Perform large volume cash transactions using computer database (SIS), cashiering system (CASHNET) and cash register.
- Order currency from bank to maintain adequate cash supplies; monitor vault cash.
- Balance cash drawer(s), vault, and cashier working fund accounts daily; endorse checks for daily deposit.
- Cash personal checks; accept credit card payments; disburse checks for travel advances; receive cash deposits from other departments, tuition payments and loans.
- Provide supervision, training, guidance, and assistance to other cashiers.
- Access computer database to respond to account status inquiries.
- Check and balance departmental deposits; notify department of report/deposit discrepancy; advise departments on proper request procedures, cash handling and reporting for short- and long-term petty cash funds.
- Process student financial aid for student accounts using computer database, cashiering system, and cash register; verify completion of appropriate paperwork, loan amounts, and database information.

SUPPLEMENTAL FUNCTIONS:

- May perform associated clerical duties.

COMPETENCIES:

- Attention to Detail
- Integrity
- Delegating Responsibility
- Technical/Professional Knowledge
- Quality Orientation
- Decisiveness

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Keyboarding and 10-key adding machine operation.
- Computerized information systems used in financial and/or accounting applications.
- Computer applications including spreadsheets and databases.
- Cashier machines and equipment.
- Computer database data entry and queries.
- Balancing and receipting deposits and payments.
- Cashiering and cash management principles, systems, procedures, and standards.
- Supervisory and project management techniques.
- Federal, state and university regulations pertaining to cash handling procedures.

Skills and Abilities to:

- Effectively communicate accounting information, policies, and /or procedures in a manner easily understood by customers.
- Reconcile and balance accounts.
- Maintain confidentiality of records and information.
- Use independent judgment to manage and impart confidential information.
- Calculate numbers, correct entries, and post to records.
- Make complete and accurate orders.
- Effectively monitor customers and purchases.
- Provide quality customer service.
- Stand or sit continuously to perform essential job functions.
- Work independently under very limited supervision.
- Balance cash register, verify cash register functions, make change, and verify deposit reports.
- Provide appropriate cashier training to assigned employees.

- Lead, train, and supervise staff and/or student employees.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Regularly subjected to working in confined spaces.

DISTINGUISHING FEATURES:

Cashier: Processes financial transactions, provides basic computer data entry, may assist in processing payments for travel advances, may perform clerical work, and assists with reconciliation of accounts.

Cashier, Senior: Works under limited supervision, performs work of Cashier and assists with operational, customer service, and supervisory functions of designated area.

Cashier, Head: Works under very limited supervision, performs work of Cashier, Senior including supervision of assigned employees, processes personnel forms including employee leave records, and provides training, guidance, and assistance to other Cashier levels.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.