

## CASHIER IV

DESCRIPTION OF WORK

This is specialized and supervisory work in the state's largest and most complex cashier offices. Employees usually serve as head cashier in the state's largest universities and are responsible for supervising the operation of several cashier or teller windows characterized by continuous across the counter transactions of considerable volume and variety. Work includes assisting Cashier I or II in balancing cash and receipts for cash and preparing deposits each day; answering questions concerning charges, procedures, and policies; and assigning and planning the day to day operations of the cashier's office. Employees may maintain or supervise the maintenance of student ledgers. Work requires considerable knowledge of how various student charges are computed, collected, and receipted and the ability to plan, schedule, and operate a large cashiering function during registration periods. Work is performed under the general supervision of a business manager or an accountant and is subject to periodic audit by the State Auditor.

EXAMPLES OF DUTIES PERFORMED

Supervises the acceptance and accounting for the state's largest and most varied educational payments including many different tuition, housing, and lab payments, board, student loans, laundry deposits, numerous campus receipts and other miscellaneous collections.

Supervises the balancing of daily receipts, the preparation of a large variety of receipts and deposits to different accounts, and the maintenance of required records and reports.

Supervises the maintenance of all necessary control and financial records and reports; submits daily, weekly, or monthly reports to an administrative superior.

Accepts all cash or checks in payment for all types of student fees and charges at the state's largest university including all campus receipts such as daily receipts from all student stores, bookstores, cafeterias, athletic contests, hospital payments, student loans, etc.; codes to proper account; prepares daily report and deposits receipts in local bank.

Trains lower level cashiers in the methods and procedures in accounting for cash and cash items and cashing checks.

Confers with students and parents concerning errors in billing, due dates, and over-payments.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Thorough knowledge of the methods used in receiving, accounting, and disbursing cash and cash items.

General knowledge of the agency's bookkeeping system pertaining to receipts and accounts and the receivable financial reports required by the agency.

Considerable knowledge of banking processes and the acceptability of cash and cash items.

Ability to supervise subordinate employees in an effective manner.

Ability to detect errors or defects in cash or cash listings.

Ability to maintain, verify, and coordinate cash accounting records from a variety of sources.

Ability to establish and maintain effective working relationships with departmental heads, students, professors, and the general public.

NC 00134

Minimum Education and Experience

Graduation from high school and five years experience in receiving, disbursing, and accounting for cash and cash items, preferably as a cashier or teller; or an equivalent combination of education and experience.

Degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.