

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, SENIOR

Reports To: Designated Supervisor

UW Job Code: 4207

UW Job Family: 35 – Student Services Management Support

SOC Code: 43-3031

FLSA: Non-exempt

Pay Grade: 15

Date: 9-1-98 (revised 7-1-02; 12-16-02; 2-4-03; 7-1-04; 5-31-05; 6-22-05)

JOB PURPOSE:

Assists with operational and supervisory functions of designated area; perform cashier duties including daily cash disbursement and receipt; may provide data entry and student account information on computer database, as well as customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with supervision, as needed, for cashiering operations; perform large volume cash transactions using computer database (SIS), cashiering system (CASHNET) and cash register.
- Cash personal checks; accept credit card payments; disburse checks for travel advances; receive cash deposits from other departments, tuition payments and loans.
- Assist in providing 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.
- Balance cash drawer(s), vault, and cashier working fund accounts daily; endorse checks for daily deposit.
- Process and reconcile all Federal Family Education Loan student financial aid; maintain log and reports for balancing of financial aid received and returned; verify completion of appropriate paperwork, loan amounts, and database information.

SUPPLEMENTAL FUNCTIONS:

- May perform associated clerical duties.
- Assist in the absence of the supervisor with the processing of personnel forms including sick leave and vacation records.

COMPETENCIES:

- Integrity
- Delegating Responsibility
- Service Orientation
- Individual Leadership
- Quality Orientation
- Independence

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED, plus completion of related technical or vocational education/training**

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

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

Skills and Abilities to:

- Maintain confidentiality of records and information.
- Effectively communicate accounting information, policies, and /or procedures in a manner easily understood by customers.
- Balance accounts.
- Calculate numbers, correct entries, and post to records.
- Provide quality customer service.
- Set up and maintain accurate financial records, accounts and ledgers.
- Stand or sit continuously to perform essential job functions.
- Balance cash register, verify cash register functions, make change, and verify deposit reports.
- Supervise assigned project work employees and meet scheduled project deadlines.

- 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.