

## **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**

**Reports To:** Designated Supervisor

**UW Job Code:** 4205

**UW Job Family:** 41 - Secretarial/Clerical Support

**SOC Code:** 41-2011

**FLSA:** Non-exempt

**Pay Grade:** 13

**Date:** 4-1-95 (revised 7-1-02; 2-4-03; 7-1-04; 5-31-05; 6-22-05)

### **JOB PURPOSE:**

Perform cashier duties including daily cash disbursement and receipt; provide data entry and student account information on computer database.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 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.
- 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.
- Access computer database to respond to account status inquiries.
- Check and balance departmental deposits; notify department of report/deposit discrepancy.
- Balance cash drawer(s) daily; endorse checks for daily deposit.

### **SUPPLEMENTAL FUNCTIONS:**

- May perform associated clerical duties.
- Assist in reconciliation of accounts.

### **COMPETENCIES:**

- Attention to Detail
- Integrity
- Consistency
- Work Tempo
- Quality Orientation

- Independence

### **MINIMUM QUALIFICATIONS:**

Education: **High School Diploma or GED**

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

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

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Basic mathematics including addition, subtraction, multiplication and division.
- Keyboarding and 10-key adding machine operation.
- Computerized information systems used in financial and/or accounting applications.
- Basic 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.

Skills and Abilities to:

- Calculate numbers, correct entries, and post to records.
- Promote quality customer service.
- Provide basic data entry.
- Analyze and solve problems.
- Maintain confidentiality of records and information.
- Effectively communicate accounting information, policies, and/or procedures in a manner easily understood by the customer.
- Have manual dexterity to operate a cash register, calculator, typewriter and computer.
- Read and be able to understand the English language sufficient to read and appropriately identify customer checks, identification and similar written materials.
- Use basic mathematical skills, including addition and subtraction necessary to verify cash register functions, balance cash register, make changes, and verify deposit reports.
- Check records for accuracy of coding and calculations.
- Stand and/or sit in confined area and continuously perform essential job functions.
- 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.