

The University of Texas at San Antonio

Job Description

Job Title: Cashier III
Code: 19154
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide advanced skills in the receipt, disbursement and recording of funds for the institution.
- Scope: Responsible for assisting in the non-routine receipt, disbursement and accountability of university funds and for answering questions concerning institutional policies and procedures.

Duties

1. Typical:
 1. Prepares cashier window for opening by securing cash and checks from vault and setting up bills for collection.
 2. Receives cash and checks at a cashier's window. Prepare receipts for payments. Apply payments to proper accounts. Delivers checks and makes cash disbursements.
 3. Strap currency. Roll coins. Endorse checks. Prepares deposit slips.
 4. Maintain records for various accounts. Perform reconciliations.
 5. Prepares and mails notices of payments due and monthly billing statements. Prepares and routes accounting documents.
 6. Researches and assists customers and students with inquiries, problems and directions.
 7. Offer supervision where needed to include training, trouble shooting, disciplinary actions if needed and fielding complaints.
 8. Oversee the end of shift reconciliation and ensure all money is transported to the appropriate location.
2. Periodic:
 1. Assists in collection of delinquent payments and returned items.
 2. Assist with technical issues and use discretion to make operational decisions as needed.
 3. Other duties as assigned.

Education

Required	Preferred
High school graduation or GED.	Two years of college coursework in accounting or basic administration.

Other Requirements

Required	Preferred
Strong communication and customer service skills to be able to respond with tact and diplomacy regardless of the customer's demeanor.	N/A
Detail oriented and extremely accurate.	
Ability to oversee the work of others and provide resolution to complex payment issues.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of electronic cashiering experience in a large scale operation.	Four years of cashiering experience in a large scale operation.
	Previous experience within a university parking division.
	One year supervisory/management experience.

Equipment

Required	Possible
Cash register, adding machine, personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	May require travel to make deposits, etc.

Supervision

Received	Given
General review for effectiveness of regular assignments. Direct supervision on new assignments.	May directly or indirectly supervise assigned personnel.

Accuracy

Extreme accuracy in counting money and maintaining records.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.