

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Cashier Supervisor  
Code: 19155  
Salary Grade: 55  
FLSA Status: Non-Exempt  
Department/Division: Business Auxiliary Services, Business Affairs  
Reports To: In accordance with specific departmental policies

---

## *Summary*

- Function: Supervise Cashier function at cashiering locations.
- Scope: Responsible for supervising cashiers including hiring, training, performance evaluation, and performing regular responsibilities of Cashier I & II.

## *Duties*

- Typical:
  1. Supervise the Cashier function at UTSA cashiering locations. Responsibilities include making shift assignments, ongoing supervision of Cashiers, and handling customer issues and complaints.
  2. Responsible for hiring, training, and managing performance of Cashier staff.
  3. Makes recommendations for equipment and maintenance requirements. Provides recommendations for process improvements to management team.
  4. Performs duties of Cashier I &II, to include primary duties listed below:
    - Prepares cashier window for opening by securing cash and checks from vault and setting up bills for collection.
    - Receives cash and checks at a cashier's window. Prepare receipts for payments. Apply payments to proper accounts. Delivers checks and makes cash disbursements.
    - Strap currency. Roll coins. Endorse checks. Prepares deposit slips.
    - Maintain records for various accounts. Perform reconciliations.
    - Prepares and mails notices of payments due and monthly billing statements. Prepares and routes accounting documents.
    - Researches and assists customers and students with inquiries, problems and directions.
  5. Perform other duties as assigned.
- Periodic:

1. Assists in collection of delinquent payments and returned items.

***Education***

<b>Required</b>	<b>Preferred</b>
Two years of college coursework in accounting, management, or related subject matter. Work experience in accounting/bookkeeping can substitute for education at the rate of two years work experience for one year of education.	Bachelor's degree in accounting, management, or related subject matter.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years supervisory experience.	Similar experience in higher education.

***Equipment***

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

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	May require travel to make deposits, etc.

***Supervision***

<b>Received</b>	<b>Given</b>
General review for effectiveness of regular assignments. Direct supervision on new assignments.	May directly 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.