

The University of Texas at San Antonio

Job Description

Job Title: Cashier I
Code: 19181
Salary Grade: 51
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

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

Duties

- 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. Prepares receipts for payments. Delivers checks and makes cash disbursements.
 3. Straps currency. Rolls coins. Endorses checks. Prepares deposit slips.
 4. Prepares and mails notices of payments due and monthly billing statements.
 5. Performs inventories of supplies and products and makes orders. Prepares forms and logs.
 6. Assists customers with inquiries, problems and directions.
 7. Performs other duties as assigned.
- Periodic:
 1. Assists in preparing monthly trial balances.

Education

Required	Preferred
High school graduation or GED.	College coursework in accounting principles or basic business.

Other Requirements

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

Experience

Required	Preferred
Six months experience as a cashier in a large volume operation.	Similar experience in higher education.

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.	None.

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.
