

CASHIER I \*

**Function of Job:**

Under direct supervision, to receive, disburse and have custody of cash and/or monetary substitutes.

**Characteristic Duties and Responsibilities:**

1. Within a framework of explicit procedures and instruction, and subject to minimal personal discretion, receive payment for bills, fees and assessments issued by the institution, or for goods and/or services purchased from an organization within the institution.
2. Verify amount due against payment offered, give change as necessary, issue receipt if required, and deposit payment received.
3. In accordance with procedures, be able to record total and balance as required, total daily cash receipts and all disbursements and prepare for deposit.
4. Cash checks and money orders in accordance with established procedural requirements.
5. Make charges for goods or services using commercial and/or institutional charge plates.
6. Operate a cash register, calculator, word processor, or typewriter in performance of duties.
7. Transfer and validate data from source documents to computer via a data entry device.
8. Utilize retrieval programs for data retrieval.
9. Perform other related duties as assigned.

**Minimum Acceptable Qualifications:**

1. High school graduation.
2. One year of experience in bookkeeping or work involving handling of cash.
3. Mathematical aptitude.

6/8/83  
System Approval

6/8/83  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised - Original approved 3/7/75, 10/16/75 and 7/30/80.