

CASHIER III *

Function of Job:

Under broad supervision, to be responsible for and/or supervise the cashiering operations of a college/university business office, assuring compliance with pertinent regulations concerning the receipt, custody and handling of money or monetary substitutes.

Characteristic Duties and Responsibilities:

1. In accordance with established regulations and subject to personal discretion, receive payment for fees, bills and assessments issued by the institution.
2. Issue cash payments on vouchers to students or members of the institution in accordance with established policies and procedures.
3. Participate in the reconciliation of daily cash transactions and reports.
4. Maintain both accounting and physical controls over cash, checks, and other negotiable instruments
5. Assist in the analysis of special or periodic audits.
6. Advise college/university units of the appropriate methods of disbursing or receipting institutional funds.
7. Participate in matters involving cash activities of an unusual nature within the framework of established policies.
8. May supervise and train clerical personnel in cashiering procedures.
9. May plan and assign work for clerical staff or lower level cashiers.
10. Maintain or direct the maintenance of operational records of the work unit.
11. Audit accounts as necessary and notify units and/or individuals when payment on an outstanding balance is owed to the institution.
12. Respond to requests for information, clarification, or guidance and provide same through individual research and review, which may require knowledge/understanding of computer-based procedures and systems, including utilization of existing data retrieval computer programs.
13. Transfer data from source documents to computer via a computer terminal.
14. Write and utilize retrieval programs for compilation and analysis of data for more effective use of available information.
15. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation.
2. One year of training in accounting or bookkeeping and two years of experience involving cashiering responsibilities; or equivalent university course work with an accounting major; or three years of experience involving cashiering responsibilities.
3. Ability to develop and implement operational guidelines.
4. Mathematical aptitude.
5. Ability to work effectively with students, faculty, and staff.
6. Familiarity with bookkeeping principles and office procedures.
7. Willingness to take campus-sponsored work-related short courses.

Additional Desirable Qualifications:

1. Experience gained in a college or university business office.
2. Experience gained in the institution to be served or another system operating unit.
3. Ability to supervise subordinate employees.
4. Understanding of programming terminology and familiarity with computer-based procedures.
5. Experience with computer terminals.

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.

