

HEAD CASHIER

Code No: 3-01-001

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for the receipt and disbursements of funds collected for property taxes, trust funds, fees, and other accounts for a large government agency or department. These employees reconcile the office's accounts with those maintained by other county departments. Work is performed under general supervision from a higher level employee. Direct supervision is exercised over cashiers and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Supervises and participates in posting of daily entries of receipts, disbursements, and adjustments to journal;

Receives and deposits funds to various accounts, posts interest, and balances accounts;

Reconciles accounts and funds, including the cash account;

Maintains ledgers on a variety of fund accounts;

Supervises the collection and recording of tax payments;

Files reports of abandoned property including advertising, and record keeping for abandoned property listings;

Compiles and submits a variety of reports, including reports of mortgage taxes collected, reports of franchise income, and abandoned property reports;

Supervises the bookkeeping and record keeping activities of the cashier section;

Supervises the posting and journal entries for foreclosure proceedings;

Supervises the preparation of a variety of affidavits, certificates, and accounting entries.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of bookkeeping procedures; thorough knowledge of office terminology, methods and equipment; good knowledge of business arithmetic and English; ability to maintain a variety of books and records; ability to prepare accurate statistical reports; ability to operate basic office machines; ability to supervise the work of others; ability to establish and maintain effective working relationships; accuracy; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or a possession of an equivalency diploma, plus EITHER:

(A) Five (5) years of full-time or its part-time equivalent paid experience as a bookkeeper,

financial records clerk or cashier with record keeping responsibilities; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, with a minimum of twelve (12) semester credit hours in Mathematics, Accounting or Finance, plus three (3) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

REVISED: June 16, 1986