

SENIOR CASHIER

Code No.: 4-01-017
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level clerical position responsible for receiving and maintaining records of receipts and disbursements for a variety of funds and accounts. This position is distinguished from the lower level title Cashier by virtue of being responsible for developing and maintaining reports such as status reports and by the limited amount of counter work performed in receiving cash fees and payments. The employee reports directly to, and works under the general supervision of a Head Cashier or other higher level staff member. General supervision may be exercised over Cashiers or other clerical employees. 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.)

Develops daily reports of cash receipts;

Prepares cash and other funds for deposits;

Develops vouchers authorizing preparation of checks and deposits to various trust funds;

Maintains ledger accounts for trust funds, including court and trust accounts;

Maintains ledgers and balances daily cash receipt computer reports for payments posted to databases;

Ensures database reports agree with cashier's reports of receipts on a daily basis;

Prepares and records journal entry cancellations and ensures they balance to reports;

Enters data such as journal entries and updates bank code information;

Liaison with escrow companies and other entities such as local municipalities;

Develops reports of the status of funds and accounts;

Maintains records of fines, fees, and taxes collected;

Balances accounts and funds daily;

Reconciles bank statements;

Provides counter and telephone customer service regarding payments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the procedures involved in maintaining financial records and accounts; good knowledge of office procedures, terminology and equipment; good knowledge of business arithmetic and English; ability to maintain accurate accounts and records; ability to handle large amounts of money; ability to understand and carry out written and oral directions; ability to develop reports; ability to deal with the general public; ability to interpret instructions contained in legal documents; ability to work independently with limited supervision and contribute to the efforts of a team of co-workers; ability to prioritize work

assignments and adjust to varying time frames; ability to work with a variety of computer systems; ability to perform work accurately; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Five (5) years paid full-time or its part-time equivalent experience as a cashier involving record keeping responsibilities, or as a bookkeeper, financial records clerk, or bank teller; 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 paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Candidates qualifying under option B above must submit a student or official college transcript with their applications.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: June 16, 1986
REVISED: July 9, 1998
REVISED: March 5, 2009
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