

## **CASHIER**

Code No.: 4-01-001  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible position involving the receipt, checking, and recording of a variety of funds for a large department or government agency. Employees maintain manual and computer records of receipts and disbursements. The employee reports directly to and works under direct supervision from an administrative staff member. Supervision of others may be exercised over a small clerical staff. 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)

Balances and is accountable for cash receipts and disbursements;

Receives cash payments for patient/residents' bills and other direct payments;

Receives daily cash receipts from cafeteria sales, prepares sales tax report and prepares deposits for banking;

Processes payments and claims;

Completes cash receipts and prepares funds for deposit;

Deposits cash to bank accounts;

Maintains and reconciles petty cash fund;

Supervises, guides, or trains subordinates in the performance of their duties;

Assists in the preparation of the daily cash sheet;

Maintains trust fund accounts, writes checks, and reconciles bank statements;

Operates a variety of office machinery, including computer terminal, typewriter, check writer, adding machine, calculator, and validating machine;

Makes monthly reconciliation of bank balances against ledger totals;

Maintains cash drawer, safe, and confidential records in a secure manner.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the techniques involved in collecting and accounting for large amounts of money; good knowledge of standard office practices, terminology, and equipment; ability to collect and record large amounts of money; ability to maintain accurate records and accounts; ability to supply information for computer use; ability to operate basic office machines; ability to deal with the public; ability to follow directions; accuracy; integrity; physical condition commensurate with the demands of the position.

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

- (A) Three (3) years paid full-time or its part-time equivalent experience in bookkeeping OR financial record keeping OR as a cashier\* two (2) years in either capacity must have involved handling money; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Finance or Business Administration plus one (1) year of paid full-time or its part-time equivalent experience in bookkeeping OR financial recordkeeping OR as a cashier\* that involved in either capacity responsibility for handling money; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

\*Experience as a cashier must have involved responsibility for transactions involving reconciling and balancing cash, and related recordkeeping.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:**

Applicants for this position must be eligible for surety bond.

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

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: December 2, 1976

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REVISED: January 6, 1994