

## **DATA ENTRY CASHIER**

Code No.: 4-05-090  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for receiving, checking and recording of a variety of funds for a department or agency. Duties involve maintaining records of receipts and disbursements, both manually and by use of a computer terminal. The employee reports directly to, and works under the general supervision of a Supervising Accountant or other higher-level staff member. 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.)

Receives payments and enters payment information into the terminal;

Receives cash payments for bail bonds, lottery tickets, license fees or other direct payments;

Processes payments and claims;

Prepares funds for deposit;

Assists in the preparation of the daily cash sheet;

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

Makes adjustments and corrections to tax records;

Balances daily cash receipts;

Operates a variety of office machinery, such as a computer terminal, adding machine, calculator, and main frame computer (to print checks);

Makes monthly reconciliation of bank balances against ledger totals;

Remits bid money deposited for purchasing transactions;

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

Deposits cash to bank accounts.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of effective techniques involved in collecting and accounting for a substantial amount of money; good knowledge of standard office practice, terminology, and equipment; ability to collect and record substantial amounts of money; ability to maintain accurate records and accounts; ability to operate basic office machines; ability to deal with the public effectively; ability to follow directions; ability to perform duties with accuracy; 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) Two (2) years paid full-time or its part-time equivalent clerical experience involving bookkeeping, record keeping or cashiering\*, one (1) year of which must have involved

utilization of computers or data entry equipment; OR,

- (B) Successful completion of one (1) college level or business institute course in keyboarding, introduction to personal computers, computer applications, computer science, or database management or similar coursework, plus two (2) years paid full-time or its part-time equivalent clerical experience involving bookkeeping, record keeping or cashiering\*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*Cashiering must include reconciling and balancing cash.

**SPECIAL REQUIREMENTS:** 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.

**ADOPTED:** September 3, 1981  
**REVISED:** October 10, 1991  
**REVISED:** December 11, 2007  
**REVISED:** July 8, 2013  
**REVISED:** July 9, 2015