

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: CASHIER SPECIALIST I

PAY GRADE: C-3

OVETIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To perform cashier functions related to the receipt of all student and college monies. Also responsible for the inputting of fee payment transactions, deposits and fines into the accounting system.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent. Additional training preferred.
2. Years of experience in field: Two years' experience in the bookkeeping and/or cashiering field.
3. Special skills or abilities related to position: Positive human relations skills. Some knowledge of bookkeeping principles and procedures and/or the rules and regulations relating to accounting records. Ability to operate CRTs and office machines. Ability to make mathematical calculations with reasonable speed and accuracy. Ability to handle large sums of money accurately and responsibly.

Ability to understand and follow written and oral instructions. Ability to establish and maintain effective working relationships with employees and the general public. Ability to type with accuracy and to operate data entry equipment. Ability to work with minimal or no supervision.

### ESSENTIAL JOB FUNCTIONS:

1. Function as cashier. Input fees, payment transactions, financial aid data, deposits and fines.

ESSENTIAL JOB FUNCTIONS (CONTINUED):

2. Function as cashier. Input fees, payment transactions, financial aid data, deposits and fines.
3. Balance daily work to cash and computer.
4. Assist in the preparation of accounting reports.
5. File records and maintain logs.
6. Receive and process student inquiries in person and by telephone.
7. Disburse Sun Passes, gas credit cards, receipt books, petty cash, pay checks and drink and snack machine refunds.
8. Perform reconciliations for short term loans, deferments and write off accounts.
9. Process student refunds.
10. Assist in releasing of student holds.
11. Input request for payments into the computer and prepare and post journals.
12. Assist in the collection of student loans and other accounts.
13. Perform other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment on a tobacco free campus.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 5 (Bryant Union), Ocala Campus

SUPERVISOR OF POSITION: Director of Student Accounts