

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CASHIER SUPERVISOR

BASIC FUNCTION:

Under the direction of the Assistant Director of Fiscal Services, direct, organize, and schedule operations and activities of District's cashiering functions including the collection of fees and fines, disbursement of loan payments, and distribution of financial aid and work study checks; coordinate the accounting functions of student registration activities at the main campus and satellite education centers; receive, control, and deposit monies in the appropriate bank account; maintain financial records and journals; prepare checks for trust account disbursement; select, train, supervise, and evaluate part-time hourly staff and student workers.

REPRESENTATIVE DUTIES:

Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing District cashiering functions and services including receiving, collecting, compiling, and counting monies and payments, making change, distributing checks, answering questions and resolving issues and concerns, verifying, receipting, and balancing funds, and depositing funds into the bank for assigned functions and operations. *E*

Establish schedules and methods for providing assigned services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly. *E*

Assist in the selection, training, supervision, scheduling and evaluation of hourly staff and student workers as well as permanent staff in Student Accounts and Cashiering Office; delegate and assign duties and responsibilities as appropriate; schedule and assign work and assure proper staffing levels and work loads for both day and evening hours; maintain attendance records for staff and report absences to supervisor. *E*

Maintain a variety of financial records, logs, files, and journals related to fee collections and accounting; operate a personal computer to post and update records and furnish statements; recommend and implement procedures to facilitate the maintenance of records, logs and files. *E*

Plan, organize, staff, and coordinate the cashiering functions of student registration at the main campus and at off-campus registration sites; ensure timely and efficient student registration. *E*

Sell and issue student parking permits, ASO cards, and other miscellaneous sales. *E*

Communicate and coordinate with other District departments to develop and adjust registration procedures to assure effective and efficient operation. *E*

Determine beginning cash requirements. *E*

Oversee the billing and refund of students and the distribution of financial aid and work study checks; prepare and monitor the disbursement of checks for the ASO, club and trust accounts; generate billing invoices to third party and prepare refunds as necessary. *E*

Maintain inventory of office materials and supplies; order materials and supplies as necessary. *E*

Assist with conducting studies and preparing reports related to assigned areas of responsibility; compile information and data; review and audit records, forms, and other materials to assure accuracy and completeness. *E*

Maintain familiarity with federal and state legislation pertaining to student fees. *E*

Cashier Supervisor- Continued

Operate a variety of office equipment including a credit authorization terminal, computer terminal, cash register, electronic check signing machine, money counter, typewriter, facsimile machine and vehicle. *E*

Work with Computer Services staff to resolve operation malfunctions and to suggest possible solutions. *E*

Assure compliance with the District's Injury and Illness Prevention Program; maintain a safe work environment enforcing safe work practices; report concerns to superior. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of supervision, training, and performance evaluation.

Operations, services, and activities of a college cashiering function including methods and procedures of student registration, fee collection, cashiering, cash disbursement and accounting.

Pertinent State, Federal, and program policies, rules, and regulations including rules, regulations and policies governing the collection and disbursement of funds for a variety of District and student activities.

Accounting principles and practices.

Principles and procedures of financial and statistical record keeping.

Modern office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheets, and statistical databases.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies, and objectives.

English usage, spelling, grammar, and punctuation.

ABILITY TO:

Supervise, organize, and review the work of assigned classified staff.

Select, train, and evaluate assigned staff.

Plan, coordinate, and implement the assigned operations and activities.

Perform specialized accounting duties in the collection and control of college fees.

Prepare and maintain accurate financial and statistical records, logs, files, and journals.

Interpret and adhere to District policies and procedures and State and federal laws.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures and apply them with good judgment.

Plan and organize work to meet schedules and timelines.

Determine and assure proper staffing level coverage.

Add, subtract, multiply, and divide quickly and accurately.

Compile, assemble, and interpret data from diverse sources.

Prepare a variety of reports and correspondence related to area of assignment.

Operate and demonstrate the operations of a variety of office equipment including microcomputer, computer terminal, printer, typewriter, calculator, electronic check-signing machine, money counter, facsimile machine and copier.

Observe legal and defensive driving practices.

Provide assistance to College administrators, staff, students, and the general public.

Work independently with little direction.

Cashier Supervisor- Continued

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented with two years of college level course work in accounting, business, or related field and four years of increasingly responsible financial and statistical record-keeping experience in a college environment including at least two years of experience in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and a safe driving record.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Drive to various locations to conduct work.

Frequent interruptions.

PHYSICAL ABILITIES:

Lifting, pushing or pulling bags of money.

Sitting and standing for prolonged periods of time.

Seeing to read and verify data and prepare various materials.

Dexterity of hands and fingers to operate office equipment including a calculator, computer keyboard, and peripheral equipment.

Bending at the waist.

Reaching overhead, above the shoulders and horizontally.

Hearing and speaking to exchange information on the telephone or in person.

HAZARDS:

Contact with dissatisfied, hostile, and/or sometimes abusive individuals.

Work involves potential contact with hazardous materials such as copier toner.

Extended periods of time viewing computer monitor.

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Johnson & Associates

Approved by the Governing Board on December 12, 2001