

The University of Akron
Classification Specification

Job Title:	Supv Cashier	Job Code:	42214
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	1/1/04;5/25/02

Job Summary:

Supervises the daily operations of the Cashier's Office. Oversees the analysis and verification of reports for banking purposes and tracking of daily transactions in providing customer service to the campus community.

Essential Functions:

30% Plans and directs the daily work activities of the cashiers and monitors the work flow of the daily cash reports, balance log, receipts, petty cash, refunds, and travel advances. Makes recommendations for personnel actions including hiring and performance evaluations.

30% Provides direction to the cashiers relating to university policies and procedures for processing invoices, deposits, credit card, check, cash, fee remission, on-hold accounts and other related transactions in providing customer service to the campus community.

20% Prepares deposits for shipment. Verifies cash on hand and prepares starting cash for next day. Maintains control reports for review by manager and auditors.

20% Disburses petty cash/travel advances and makes change for departmental use and cashiers need during the work day. Opens and closes cash vault and secures cash vault during the day.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in handling daily operations in a cashier's office and supervising the related work activities of employees. Knowledge of basic bookkeeping procedures, ability to solve problems and computer skills required. Ability to provide conflict resolution and a positive customer service environment required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.