

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Senior Cashier – Financial Services			<i>BOT Date:</i> Jun 22, 1998
<i>Level:</i> J	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N1025	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Performs daily cash receipting, maintains and submits daily cashier reports, and deposits all monies received to ensure all monies assigned to office are properly and accurately accounted for. Assists with Petty Cash and payroll disbursements.

KEY RESPONSIBILITIES		% OF TIME
1.*	Performs daily cash receipting and depositing of all monies received at assigned office.	50%
2.*	Maintains and submits daily cashier reports and logs for Accounting department.	20%
3.	Assists with petty cash disbursements.	5%
4.	Assists with payroll check distribution.	5%
5.	Balances accounting system daily cash receipts and error codes register.	10%
6.	Ensures coin changer in campus library is stocked.	5%
7.	Assists with off-campus collection of fees.	5%
8.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

<b>Class Title:</b> Sr Cashier – Financial Services	<b>Class Code:</b> N1025	<b>Level:</b> J
<b>KEY JOB REQUIREMENTS</b>		
<b>Formal Education:</b>	H.S. Diploma or GED required.	
<b>Work Experience:</b>	1 to 2 years.	
<b>Planning Scope:</b>	Current Week: Plan events that are expected to occur within a few working days.	
<b>Planning Level:</b>	The primary scope of planning activities in this position affects the unit or small group.	
<b>Impact on Budgets:</b>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<b>Impact on Grant Funds:</b>	No impact on grant funds.	
<b>Impact on Revenue Generating:</b>	Incidental: Provide incidental services indirectly related to the use or misuse of the expense or revenues.	
<b>Impact of Decisions:</b>	Decisions and impact are limited to decisions and planning within a small work group or affects only my department.	
<b>Complexity:</b>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Answers are usually found by selecting from specific choices defined in work policies or procedures.	
<b>Decision Making:</b>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary.	
<b>Problem Solving:</b>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<b>Internal Contacts:</b>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<b>External Contacts:</b>	Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.	
<b>Level of Supervisory Responsibility:</b>	Has responsibility or authority which is limited to the direction of student or temporary workers.	
<b>Nature of Work Supervised:</b>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<b>Job-Related Knowledge:</b>	Advanced Skills: Able to read reference materials, obtain information and/or perform intermediate mathematics. Prepares letters and/or reports, following policies and procedures. Performs typing, word-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet. Able to operate various standard office machines.	
<b>Innovation/Creativity:</b>	Occasional involvement in projects that result in new ideas or methods. Improved methods generally affect my immediate department.	