

REVENUE CASHIER

NATURE OF WORK

This is responsible clerical and cashier work performed in the Cashier's Office of the Financial and Administrative Services.

Work involves operating a source record punch machine in the processing of a large variety of financial transactions. Employees of this class are responsible for receiving payments and ensuring that the appropriate accounts are credited. Work is performed with considerable independence under the general direction of an administrative superior who reviews work through accounting controls over records and through periodic audits.

ILLUSTRATIVE EXAMPLES OF WORK

Receives payments from students, staff, faculty, and outside agencies over the counter or through the mail; issues receipts for tuition, applications, residence fees, and related services.

Receives revenue deposits from various University departments and issues receipts accordingly.

Prepares daily reports and cash statements; maintains daily revenue control sheet; balances and reconciles cash daily; prepares daily bank deposits; submits source documents to computer for processing; checks output for accuracy.

Analyzes student accounts; initiates refund cheques; maintains alphabetic and numeric file systems for punched computer cards.

Issues scholarships, loans, fellowships, and authorized aid; distributes funds for expense vouchers; issues income tax receipts.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in cashier work involving public contact; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skill:

Considerable knowledge of the methods of handling, receiving and maintaining records of money received and dispersed.

Knowledge of modern office methods and procedures.

Some knowledge of the University's revenue system.

Ability to make rapid and accurate arithmetic calculations.

Ability to operate adding machines, personal computers, and use other standard office software..

Ability to establish and maintain effective working relationships with faculty, students, and staff.

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