

The University of Akron
Classification Specification

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| Job Title: | Cashier Lead | Job Code: | 42220 |
| Job Function: | Staff | Grade: | 117 |
| Job Family: | Classified | FLSA: | Non-Exempt |
| SOC Description: | 2000 Finance / Accounting Division | Date: | 2/12 |

Job Summary:

Coordinate and assist with daily cashier activities to maintain security and efficiency of handling departmental deposits and student transactions. Act as backup for processing and responding to non-routine questions.

Essential Functions:

45% Review, reconcile and prepare daily deposit to the bank.

30% Perform cashier/student account duties as needed. Analyze student account information, troubleshoot and respond to Student Account questions by explaining fees schedules, financial aid disbursements, refunds and policies and procedures in general. Maintain daily records of receipts (credit cards, checks, cash, fee remission and other transactions) and balances to daily reports and/or system. Open, sort and distribute incoming and returned mail. Provide back-up support on phone bank and/or others in department as needed.

15% Maintain overall Cash Control of vault area, drop box and department deposit processing.

10% Order change funds from the Bank and distribute petty cash funds as needed.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience performing cash handling duties while using credit card terminals typewriter/keyboard, validators and adding machines. Strong organizational and customer services skills required. Ability to concentrate despite frequent questions and/or problems required. Knowledge of basic bookkeeping and problem solving skills required. Basic computer skills including word processing, spreadsheet and database capabilities to generate reports and process information required. Ability to work with the campus community, departments and vendors required. Basic understanding of security controls preferred. Previous experience in a lead and/or supervisory position preferred.

Leadership:

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

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

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.