

Cashier

POSITION SUMMARY:

Perform a wide variety of customer service related duties including but not limited to cashiering, scheduling reservations, answering multi-line phone and providing information to the general public; perform basic bookkeeping and to maintain records; assist all professional staff with routine clerical duties and perform a variety of duties relative to the assigned area of responsibility.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from assigned supervisory or management staff.

May provide functional or technical lead over lower level staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Perform cashiering duties; collect monies from patrons; close and balance cash register on a daily basis.
2. Schedule reservations; provide information to school groups for various visitations; communicate with teachers, administrators and department personnel.
3. Answer multi-line telephone system and wait on the general public; relay messages and provide information on departmental and City policies and procedures as required.
4. Record daily revenues for point of sale through Remote Cashbook including purchase orders for billing; reconcile information and report discrepancies to Fiscal Officer; maintain filing system.
5. Perform clerical and basic bookkeeping duties for assigned area.
6. Compile purchase requests for general operating and capital improvement projects; prepare required quick quotes or requisitions to Purchasing as needed.
7. May review on a monthly basis the required City contracts for renewal; prepare paperwork to complete renewal process.
8. Maintain accounts payable record retention paperwork and submit to City Record Center as required.
9. May prepare spreadsheets and a variety of reports.

SUPPLEMENTAL FUNCTIONS:

1. Perform related duties and responsibilities as required.
2. Maintain office supplies and inventories; order supplies as needed.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

High school diploma or GED supplemented by thirty (30) credit hours in business administration or related field, plus two (2) years clerical experience. Cash handling experience preferred.

ADDITIONAL REQUIREMENTS:

Dependent on position may require a New Mexico Driver's license and a City Operator's Permit (COP). Possession of a valid City's Cash Handling Certificate within six (6) months from date of hire.

PREFERRED KNOWLEDGE:

- Customer service and public relations techniques
- Telephone etiquette and procedure
- Word processing and/or data entry skills
- Techniques and methods for cashiering
- Basic office procedures, methods and computer equipment
- English usage, spelling, grammar, and punctuation
- Basic mathematical principles
- Principles and procedures of record keeping
- Principles of cash handling

- Principle and procedures of complex filing systems
- Principles of basic bookkeeping
- Electronic spreadsheet and word processing software

PREFERRED SKILLS AND ABILITY:

- Demonstrate effective customer service skills both in person and on the phone
- Calculate math and cash transactions accurately
- Perform general clerical work including maintaining files and compiling information for reports
- Maintain accurate and complete records
- Set up complex filing systems
- Gather data, compile information and prepare basic reports
- Perform basic bookkeeping/clerical duties
- Operate office equipment including a computer, copy machine and adding machine
- Appropriately interpret and apply City policies and procedures
- Understand and follow oral and written instructions
- Work flexible hours including shift work, odd days off, including a flex schedule and Holidays
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens; may travel from site to site.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for sitting for prolonged periods; light lifting and carrying.