



## POSITION DESCRIPTION

**TITLE:** Campus Cashier  
**FLSA STATUS:** Non-Exempt  
**CATEGORY:** Classified Staff  
**GRADE:** D

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**JOB SUMMARY:** Responsible for providing on-going collection, disbursement and petty cash management.

**In-person work on campus is an essential function of this position.**

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<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Receive and process a variety of cash, check, and charge payments. Prepare customer receipts; provide check cashing services; explain and enforce check cashing policies.	40%
2. Allocate and audit monies received to proper accounts, balance receipts, reconcile accounts, prepare and make bank deposits; process stop payments; provide telephone registration information. Answer telephones; take messages, route and follow-up on calls.	35%
3. Disburse payroll, student loan, grant, travel, and accounts payable checks. Prepare manual checks for student refunds and CIT check to replenish petty cash box of \$1,000 to \$2,000.	15%
4. Mail correspondence to students with business holds, canceled or closed classes.	5%
5. Perform other duties as assigned.	5%

### **ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Associate's Degree

**EXPERIENCE:** Two (2) years of related experience.

### **SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

### **SPECIAL SKILLS AND ABILITIES:**

1. **Skills/Abilities:** Computer literate, able to use a ten key calculator, ability to perform basic arithmetical calculations, good communication skills, stress management and excellent customer service.
2. **Equipment Used:** Personal Computer, fax, telephone, ten-key calculator, credit card machine, copier, and other equipment associated with an office environment.
3. **Software Used:** A variety of word-processing, spreadsheet, database and e-mail.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and climb or balance. The employee must regularly lift or move up to 25 pounds, frequently lift or move up to 50 pounds and occasionally lift or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

### **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.

<b>POSITION TITLE:</b>	<b>Campus Cashier</b>
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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	

The intent of this job description is to provide a representative and level 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 total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*