

## **CASHIER**

### **GENERAL STATEMENT:**

Responsible for transactions at the cashier window.

### **REPORTS TO:**

Director of Accounting Services and Controller

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree preferred.

#### **LICENSE OR**

#### **CERTIFICATION:**

None

#### **EXPERIENCE:**

Two (2) years experience in accounts receivable, cashiering, or related office area.

#### **OTHER:**

Data entry skills, use of basic office equipment (calculator, fax machine, typewriter), thorough understanding of cash drawer concepts and bookkeeping principles, telephone skills, interpersonal skills. Microsoft Office (Excel, Word, Outlook) experience desirable.

### **DUTIES AND RESPONSIBILITIES:**

- Transacts business at the cashier's window.
- Responsible for cash drawer and daily cash balancing.
- Works registration.
- Performs light typing, data entry, and other clerical duties.
- Greets and assists callers.
- Other duties as assigned by the Director of Accounting Services and Controller.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 05/14/2010*

*Revised: 1/10/11*

JD473