CLASS TITLE: ASSISTANT CASHIER

DEFINITION: Under immediate supervision, performs work of routine difficulty in counting, balancing and depositing funds received from school cafeterias; performs related work as required.

EXAMPLE OF DUTIES:

- Counts currency and processes change through a coin counting machine
- Prepares bank deposits prior to daily deadline
- Prepares reconciliation sheets to balance with deposits
- Determines overages and shortages
- Tales deposit to vault teller
- Maintains supplies
- Balances cash reporting sheet
- Assumes the duties of the cashier in the incumbent's absence

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to completion of coursework in arithmetic or bookkeeping and experience including responsibility for handling cash.

Knowledge of:

- Basic arithmetic
- Methods of receiving and accounting for money
- Simple bookkeeping

Skills in:

- Making routine and simple computations with speed and accuracy
- Operating office equipment, including coin sorter and calculator
- Maintaining accurate financial records and accounts

Ability to:

- Establish and maintain effective working relationships with others
- Perform the duties of the position with or without accommodation