

**Sul Ross State University**  
**Position Description**

**Official Title:** Head Cashier

**Salary Group:** 10

**Job Code:** 4044

**Summary**

Function: Provides supervisory, accounting, and clerical skills in cash handling to manage the revenue collection process for the University.

Scope: Responsible for utilizing proper accounting and internal control procedures and following University policies for receipt and custody of all cash payments and maintenance of records.

**Duties**

Essential: Supervises and participates in preparing cashier's office for business by securing cash from safe; receives over-the-counter payments on student loan accounts, tuition, student fees, dormitory and apartment rentals, and departmental deposits; supervises the registration collection process; conducts research in response to student account inquiries; balances cash receipts daily; makes bank deposits daily; computes student refunds; processes returned checks; prepares reports and maintains accurate records; maintains Student Information System (SIS) billing and receivables tables; assigns and reviews work of small staff; properly executes state regulations and University policies regarding installment plans. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

**Supervision**

Received: Broad instructions on policy and procedures from Controller and Assistant Controller, detailed on new assignments.

Given: Supervises cashiers, other clerical personnel, and student employees.

**Education**

Required: High school graduate or equivalent with coursework in bookkeeping.

Preferred: College course work in accounting.

**Experience**

Required: Five years accounting experience or training.

Preferred: Some or all experience gained at a university cashiers office, preferably state supported. Knowledge of IA PLUS SIS Billing/Receivables software.

**Equipment/Skills**

Required: Computer skills, calculator, typewriter, and other standard office machines.

Preferred: Advanced computer skills; FOCUS programming skills.

**Working Conditions**

Usual: Office conditions; exempt from overtime provisions. standard hours; position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: January, 2001