

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

**Official Title:** Cashier

**Salary Group:** 5

**Job Code:** 4046

**Summary**

Function: Provides dependable accounting and clerical skills to receive and record cash payments to the University.

Scope: Responsible for assisting in the receipt and custody of cash and fee payments to the University.

**Duties**

Essential: Prepares cashier's office for opening by securing cash from safe; receives cash and checks; cashes checks for employees and students; straps currency and rolls coins; endorses checks; prepares deposit slips; makes daily deposits; computes student refunds; processes Rio Grande College registrations and receipts; processes returned checks; prepares receipts for payments; mail notices of payments due; properly executes state regulations and University policies regarding installment plans; assist with registration. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Performs duties unique to the department and other duties as assigned.

**Supervision**

Received: General instruction and work reviewed periodically by Head Cashier. Instruction detailed on new assignment.

Given: May supervise student employees.

**Education**

Required: High school graduate or equivalent with course work in bookkeeping.

Preferred: College course work in accounting.

**Experience**

Required: One year experience or training in accounting.

Preferred: Some or all experience gained at a university, preferably state supported.

**Equipment/Skills**

Required: Calculator, typewriter, and standard office machines.

Preferred: Computer skills.

**Working Conditions**

Usual: Office conditions; 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: June, 1998