



The City Beautiful

City of Coral Gables Job Description

Job Title: Cashier
Department: Building & Zoning
Classification: 0061
Pay grade: 13C
FLSA: Non-Exempt

Prepared Date: 6/06
Approved By:
Approved By:

Summary

Cash handling and general clerical work involving the rapid and accurate completion of transactions receiving money from the public. Must be extremely careful and accurate in calculating and returning change to customers. Accuracy of work is checked through comparison of cash with receipts and other controls. Work is performed within the guidelines of policies and procedures established by the supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Receives cash and negotiable instruments for payment of bills and fees.

Operates cash register. Calculates charges. Issues receipts and change.

Explains billings and charges to customer

Balances cash on hand and negotiable instruments against receipts, copies of bills or register tapes.

Checks balances and reconciles simple cash statements.

Posts receipts to coincide with general ledger accounts.

Maintains records of work transactions.

Prepares bank deposits.

Performs a variety of general clerical duties.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of cashiering. Knowledge of equipment used in processing cash. Knowledge of department procedures for the receiving and accounting of cash. Ability to make rapid and accurate basic math computations. Ability to reconcile money and maintain records. Ability to establish and maintain effective working relationships with the general public, co-workers, Officials, and

other employees. Ability to operate a variety of cash receipts equipment. Good organizational and verbal communication skills are necessary.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a cash register and other cash receipts equipment, personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or equivalent.

Minimum two years related experience.