



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation NEHU

Date Issued: October 21, 1988 Department: Business Office

Title: Cashier/Clerk Level: v

FUNCTION

To provide routine clerical and accounting support in performance of the cashiering and related functions of the department.

SOURCE OF SUPERVISION

Director, department head, or staff accountants.

DIRECTION EXERCISED

None; may occasionally direct work of assigned student helpers.

DUTIES AND RESPONSIBILITIES

Collect cash receipts at the window; process mail receipts; responsible for main change fund, change fund in operating drawer and extra cash drawers for temporary tellers; make up deposits of cash collected at window, verify direct deposits from other locations with daily cash reports; work with departments collecting cash and the bank to resolve any differences between the direct deposits and daily cash reports; make bank deposits when Chief of Security is not available; handle main petty cash fund for the University; provide the information to the data entry clerk for all cash receipts and bank deposits from all locations on campus.

Handle inventory of bridge books and maintain fund in balance; maintain record of all bridge books checked out by employees; establish the weekly exchange rate for campus-wide collection of Canadian currency; sell tickets for various functions on campus; audit all travel reimbursement vouchers for all staff traveling on University business; audit mileage logs from all University Motor Pool vehicles, code and enter departmental charges in the computer; file office copies of counter receipts and bank deposit slips for future reference; assist staff accountants with preparation of various reports.

Perform related duties as assigned.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____ Date: _____
Signature

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JOB QUALIFICATIONS

Graduation from high school; typing proficiency - minimum of 40 words per minute; knowledge of filing system and operation of electronic office machines; ability to perform basic arithmetic calculations; accuracy and speed in handling cash; six months experience in office work; six months experience in direct cash handling.

Department Head Signature

Date