



## Job Description

**Job Title: Cashier**

**JTC: CT2**

**Salary Range: N01**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Primary responsibility is to conduct cash or other monetary transactions for the college. This is a front-line customer service position requiring adherence to departmental procedures and district policies.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of cash management principles and procedures. Basic keyboarding skills including the ability to learn to use computer to access and input data.

Ability to analyze and solve problems. Ability to calculate numbers, correct entries and post record entries.

Demonstrated ability to work effectively with internal and external customers with the ability to defuse anger and resolve complaints.

Organizational skills and the ability to maintain confidentiality of records and information. Accurate and attentive to detail with the ability to prioritize assignments and able to make decisions when issues arise. Knowledge of word processing, spreadsheet, and database applications.

Ability to communicate and deal effectively and courteously with people from diverse backgrounds. Knowledge of principles and processes for providing effective customer services.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Graduation from high school or equivalent plus one year of cashiering experience or one year of general bookkeeping/accounting experience. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Process monetary transactions for students, faculty, staff and other customers for the college. Process refunds as necessary.



Act as resource to students and other customers regarding issues concerning payment or business office block on a student account. Perform data entry to spreadsheets or other accounting related worksheets or data bases.

May perform accounting functions and reconciliations. May prepare journal entries for supervisor's review. May be responsible for report distribution, mail handling, petty cash disbursements and handing out checks as assigned.

May perform clerical support functions in relation to the assigned area, such as but not limited to, typing correspondence and filing, etc.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*