Georgia State University

Job Specification

Job Title: Cashier Clerk

BCAT Code: 09TX43  Effective Date: April 1, 2007
Pay Grade: G07   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Serves as credit union teller and provides multiple financial services to members and maintains accurate records of these transactions.

Examples of Duties
- Assists members with financial transactions; processes savings deposits/withdrawals and loan advances/payments; sells money orders and travelers checks; cashes checks for members.
- Answers the telephone; routes calls, resolves problems, and provides information.
- Opens new accounts.
- Balances the cash drawer; calculates loan payments and the interest.
- Assists in preparing and balancing bank deposits.
- Maintains loan files and credit card files; sorts and files the daily transaction records.
- Assists with loan work ups; runs credit reports.
- Performs word processing and typing as needed.
- Prepares Certificates of Deposit for members.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable policies, procedures and laws.
- Knowledge of applicable computer applications.
- Skilled and ability in calculating interest, count cash holdings accurately, and record account data.
- Ability to handle many tasks simultaneously.
- Ability to communicate effectively and courteously.

Minimum GSU Hiring Standards
High school diploma or GED and six months cash handling experience; or a combination of education and related experience. Must be bondable for some positions. Must pass a background and credit check.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section