General Description
Manages the day-to-day functions of the Cashier’s Office and the online cashiering functions in the Office of Revenue, Receivables & Cashiering Services.

Examples of Duties
- Ensures daily deposits are verified before their delivery to the bank.
- Assures the timely opening and closing of the Cashier’s Office.
- Manages the daily schedule of the Cashier’s Office staff.
- Supervises, trains, and evaluates the work of others.
- Confirms that the daily cashier’s office check list is managed.
- Reconciles the daily cash, checks and online credit cards; ensures that the items on the Bank Reconciliation are resolved; uses credit/credit memos procedures.
- Reconciles the Metropolitan Atlanta Rapid Transit Authority (MARTA) transportation card account on a monthly basis.
- Monitors the cash vault and currency orders; performs random cash counts of the Cashier drawers.
- Ensures that the Cashier’s Office adheres to the Family Educational Rights and Privacy Act (FERPA) guidelines.
- Oversees the annual audit of the Cashier’s Office.
- Liaison with office IT staff on issues related to the Cashiering systems.
- Performs cashier duties as needed.

Knowledge, Skills and Abilities
- Knowledge of protocols and procedures and Family Educational Rights and Privacy Act (FERPA) guidelines.
- Knowledge of computer applications, such as CORE One Step, Banner, PeopleSoft, etc.
- Excellent people and customer service skills.
- Effective time management and organizational skills.
- Ability to provide direct independent supervision.
- Ability to pay attention to detail.
- Ability to manage budgetary responsibilities.

Minimum GSU Hiring Standards
Associate Degree and four years of supervisory or lead worker experience in a fiscal operation; or a combination of education and related experience.

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.