Job Title: Cashiering Manager

BCAT Code: 09SX10  Effective Date: November 1, 2014
Pay Grade: G15  FLSA Status: Exempt  Revision Date: November 1, 2014

General Description
Manages and evaluates approved cash management options, such as point of sale, e-commerce. Advises University staff and faculty on such options, University policies, procedures, and internal controls on payment handling, such as cash, electronic and paper check, certified funds, credit cards.

Examples of Duties
- Manages the daily operations of Cashiering Services, such as daily deposits verifications and deliveries to the bank, adherence to hours of operation, office security at the end of the day.
- Performs the daily reconciliation of financial transactions between the cashiering system, the Banner system, and the General Ledger.
- Verifies the petty cash on a monthly and random basis.
- Monitors the cash vault and currency orders to reduce cash management risks.
- Performs the monthly reconciliation of credit card transactions between the student payment system, the e-commerce system, and the General Ledger.
- Ensures that outstanding items, such bank deposit debit/credit memos, credit card disputes/chargebacks, are resolved in a timely and efficient manner.
- Manages and trains staff; creates the staff schedule; conducts staff performance evaluations.
- Oversees all audits for Cashiering Services.
- Performs the accounting setup in Banner; manages the campus e-commerce system.
- Creates and updates training manuals and procedures.
- Participates in University cross functional teams, such as Enrollment Services.
- Performs software system testing during upgrades and implementations.
- Performs customer service and cashiering services as needed.
- Represents the Director of Revenue, Receivable & Cashiering Services at meetings with the University community as requested.
- Performs cashier duties and other related duties as needed.

Knowledge, Skills and Abilities
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of computer and information systems, accounting software, such as PeopleSoft, Spectrum, Ellucian Banner, MS Excel, Word, Access, etc.
- Excellent people and customer service skills.
- Effective time management and organizational skills.
- Ability to provide direct independent supervision.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related work experience in cashiering, banking or other related department, serving in a supervisory or lead worker role; 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.