

Code: 0206
Administrative Service
Clerical, Accounting and General Office Group
Cash Receiving and Disbursing Series

CLASS TITLE: **Head Cashier**

CHARACTERISTICS OF THE CLASS: Under supervision, the class functions as a working supervisor participating in and reviewing the work of cashiers engaged in the receipt and disbursement of funds; and performs related duties as required.

ESSENTIAL DUTIES: Assigns and monitors the work of cashiers engaged in processing payments for bills, fees and taxes; accepts various forms of payment and conducts complex payment transactions; reviews customer billing and payment documents for accuracy and completeness and makes corrections as necessary; accesses computer screens to view account records and to enter and process payments and to correct information; issues receipts for transactions completed; provides cashiers with adequate funds to process cash transactions; receives, counts, balances and reconciles monies collected by cashiers ensuring accuracy of transactions; compiles cashiers' register receipts and accounting documents and makes daily deposits; prepares financial reports detailing transactions, including daily register balances and total revenues collected; responds to customer inquiries regarding billing and payment procedures and resolves discrepancies; maintains payment and billing records and related support documents.

RELATED DUTIES: Trains employees on cashiering policies and procedures.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible experience in receiving, disbursing and accounting for money, or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Good knowledge of cashiering procedures and practices. Good knowledge of cash balancing principles. Good knowledge of computerized cash registers. Good knowledge of financial report preparation.

Ability to plan, organize and review the work of others. Ability to train lower-level employees. Ability to operate a personal computer. Ability to prepare financial reports. Ability to maintain manual and computerized accounting records.

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CLASS TITLE: **Head Cashier** **(Cont'd)**

Good skill in the application of cashiering procedures. Good math skills. Good organizational skills. Good human relations skills.

Working Conditions. General office environment.

Equipment. Adding machine, calculator and cash register. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 2003
City of Chicago
Department of Personnel