

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Cashier**

**Class Code: 20142**  
**Pay Grade: GC**

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### **A. Purpose:**

Maintains accurate accounting and receipting of money from departments and students by balancing checks, receipts and money in a cash drawer and maintaining account ledgers.

### **B. Distinguishing Feature:**

The Cashier maintains daily accounting and receipting records of large amounts of cash and checks received from departments or students.

The Sales Clerk is primarily responsible to operate a cash register and sell merchandise in a store setting.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Maintains a cash drawer to provide an accurate accounting for all money.
  - a. Receipts in money.
  - b. Cashes checks.
  - c. Disburses money.
  - d. Prepares a daily balance sheet.
2. Writes checks for student funds, snack shop and other accounts to ensure appropriate disbursements are made.
3. Cashes checks for students, faculty and state employees to provide check-cashing services.
  - a. Verifies identification.
  - b. Disburses money.
4. Maintains and updates ledgers on faculty, and state employees to ensure the accounts are not overdrawn.
  - a. Records deposits and disbursements.
  - b. Maintains a balance of each account.
5. Audits vouchers to ensure voucher is in compliance with rules and procedures.
  - a. Checks extensions.
  - b. Computes interest.
  - c. Verifies vendor codes.
  - d. Attaches invoice or purchase orders.
6. Performs other work as assigned.

### **D. Reporting Relationships:**

Reports to an office manager. Typically does not supervise, but may direct the work of sales clerks.

### **E. Challenges and Problems:**

Challenged to learn the various accounts that money should be deposited to; deal effectively with students, especially when there is a problem with their bill or paycheck; and account for large amounts of cash accurately.

Typical problems include resolving discrepancies in the cash drawer, serving customers quickly and accurately during peak business times, and learning the policies that apply to loan payments and check cashing.

### **F. Decision-making Authority:**

Decisions include verifying coding on receipts; check cashing; assigning proper codes on daily receipts; authorizing expenditures for permanent incidental accounts; when refunds and billings should be done; when to replenish the cash banks; when to send a notice to the states attorney for bad checks; and determining when a larger cash bank will be needed.

Decisions referred include extending payments of tuition and fees; waiver of late fees; questions concerning student withdrawals; when to do an audit of other employee banks; how to solve a shortage in a bank; and questions concerning refunds for students who have withdrawn from school.

### **G. Contact with Others:**

Daily contact with students, faculty, employees, and the general public.

### **H. Working Conditions:**

Typical office environment.

### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- English grammar, spelling, and punctuation;
- basic bookkeeping practices and procedures;
- arithmetic sufficient to add, subtract, multiply, divide and calculate percentages.

Ability to:

- communicate information clearly and concisely;
- make mathematical calculations rapidly and accurately;
- count accurately and record numerical and alphabetical data onto forms;
- stand for extended periods of time;
- exercise tact and discretion in dealing with others.