



Savannah State University Position Description – Cashier Clerk

POSITION DESCRIPTION

Position Title: Cashier Clerk FLSA Status: Nonexempt
Reports to: Director Administrative –Business & Finance
Department: Financial Services
Date Prepared: June 2003

BASIC FUNCTION

Handles receipt, disbursement and recording of funds for the institution; assisting students with their accounts; receiving funds deposited for safekeeping by departments and organization and answering questions concerning institutional policies and procedures.

NATURE & SCOPE

Reporting to the Director, this position handles purchase order entries to encumber funds, handles receipt of cash from various departments on campus as well as outside the organization. These receipts are posted to the proper accounts. Occasionally this position also makes deposits of university funds into the bank.

The incumbent has the latitude to consider alternatives within established procedure and standards of the University.

This position at times may serve as a team leader, initiating processes and training or assisting co-workers on various processes critical to their performance output.

Because of the requirements of this position, the incumbent must work effectively with a broad cross-section of departments and individuals within the University.

PRINCIPAL ACCOUNTABILITIES

- Processes purchase orders.
- Performs the Cashiering functions, retiree reporting, daily assistance, entering retiree payments.
- Accountable for data warehousing.
- Prepares appropriate journal entries for doc.center/warehouse.
- Troubleshoots the Peoplesoft system.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This job requires beyond four years of college but typically less than advanced degree.