

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 140

HEAD CASHIER

GENERAL

Responsible supervisory work which involves receiving and accounting for cash and negotiable instruments accepted from the general public.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Supervises cashiers in the issuing of golf tickets.
- Processes memberships.
- Supervises the functions of the Cashier's Office.
- Accepts cash, checks and other negotiable instruments.
- Issues receipts and microfilm checks.
- Processes money bags and audits tapes received from other departments.
- Validates cash receipts and encodes them for data processing.
- Prepares all bank deposits.
- Keeps regular account of bank balances on a daily basis.
- Checks in and files validated deposit tickets.
- Records and collects returned checks.
- Secures bank supplies.
- Opens and closes vault and safe daily.
- Inspects all currency offered in payment.
- Makes change for employees and general Public.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles of cashiering.
- Knowledge of the legal, administrative and departmental procedural regulations with respect to collection of funds.
- Knowledge of business arithmetic.
- Knowledge of office procedures, methods and equipment in reference to the receiving and accounting for funds.
- Knowledge of bookkeeping procedures and techniques.
- Ability to make rapid and accurate arithmetical computations.
- Ability to make effective decisions in light of established procedures.
- Ability to promote and maintain effective departmental and public relations.
- Ability to operate Proof Encoder, CRT, cash register and other office machines.

- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Considerable experience in the volume handling of large sums of money and some experience in general office work.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SPECIAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 12/16

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 18/42

Location: Finance and Parks & Rec. Department

GERS: Regular: Regular Class