

Supervisor, Cashier

FLSA Status: Exempt

Pay Grade: 16

Job Title ID: 16451

Job Series/Job Family: Business Services Series / Cashier Family

Reports To

Manager, Cashier

Job Purpose

To supervise the day-to-day operations of campus Cashier Offices and ensure that all cash receipts are processed, recorded and deposited in a timely, accurate and secure manner and in accordance with ACC policies and procedures.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Supervises the daily operation of the assigned campus Cashier office(s) through regular travel to those campuses.
2. Hires, trains, supervises and evaluates assigned staff to achieve excellent standards of service delivery to meet the needs of the College.
3. Schedules and prioritizes work assignments to ensure uninterrupted service throughout the year; approves time sheets.
4. Ensures the accurate, efficient processing of student payments and other college income through proper cash management and compliance with college policies and procedures.
5. Serves as primary campus cashier office contact/liaison for campus departments, faculty, staff and students; acts as lead resource on campus to answer questions and provide information regarding cashier policies/procedures.
6. Monitors and takes appropriate actions to minimize risk and ensure the safety of cashier staff and office.
7. Assists Cashier Manager in analyzing and evaluating processes and procedures; recommends improvements.
8. Assists Cashier Manager in the review, testing and implementation of upgrades to ensure continuous process improvement.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Accounting, banking, and applied accounting principles and practices.
- Supervisory and management principles, practices and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Ability to work successfully in stressful situations and manage multiple tasks.
- Maintain an established work schedule.
- Outstanding customer service skills, with proven ability to communicate effectively with tact and diplomacy.

- Effectively using organizational and planning skills with attention to detail and follow through.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Proven ability to be self directed and to follow up on issues as necessary.
- Working collaboratively and as part of a team.
- Establishing and maintaining effective working relationships.
- Handling money with exacting accuracy.
- Willing to work extended hours to meet deadlines as needed.

Computer Skills***Required***

- Demonstrated proficiency using standard office software applications.

Physical Requirements***Required***

- Occasional lifting of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is primarily performed in a standard office environment.

Work Experience***Required***

- Two years related work experience, to include one year banking or a business related environment and one year supervisory work experience.

Preferred

- More than three years related work experience. More than one year supervisory experience. Experience using Datatel Colleague Release 17 or above.

Education***Required***

- Bachelor's degree, to include nine credits college level accounting, finance, statistics, or business related courses.

Licenses/Certifications***Required***

- Valid Texas driver's license.

Other***Required***

- Reliable transportation for daily District travel.

Preferred

- Knowledge of ACC Administrative Rules, College catalog, course schedule, federal and state regulations, and/or department procedure manual.

Safety***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.