

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Cashier	
<i>Supervisor:</i> Accountant II	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9/10 months	<i>Grade:</i> 7

Job Summary

Responsible for the daily counting, verifying, preparing and recording of deposits which exceed five million dollars of revenue annually for recording incoming direct deposit payments and nutrition services revenue daily; for reconciling school district revenue monthly to be reported to the FNSB treasury and budget department; for maintaining internal controls over the administrative center's purchase card distribution program and reconciling the records monthly; for distributing held accounts payable and payroll checks; for distributing non-sufficient funds checks to admins in all departments across the school district; and for coordinating daily with the mail center employees to receive incoming deposits and outgoing inter-district mail .

Essential Job Functions

Recounts cash and checks received from the schools and other administrative center departments and verifies the total to the deposit transmittals submitted with the money.

Compiles cash and checks received into multiple bank deposits for the revenue account and records individual deposit transmittal forms into Munis.

Receives a large volume of nutrition services deposits in tamper-proof envelopes; prepares them for pick up by Axiom to transfer to the bank; records nutrition services deposits into Munis.

Receives non-sufficient fund (NSF) checks from the bank and is responsible for distributing copies to the supervisor and communicates and distributes backup and information regarding the returned check(s) to the appropriate admin.

Sorts, holds and distributes payroll checks and advices biweekly; contacts departments and vendors to notify them that there are accounts payable checks to be picked up.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Standard office equipment including a computer, 10-key adding machine, fax and copy machines and cash counter.

Independent Decisions

Routine assignments performed without assistance.

Primary Working Contacts

Contact with district administrative staff including primarily accounts payable and payroll departments, along with other administrative center staff; contact with school staff including principals, teachers, and administrative secretaries; the public, including PTA, booster clubs, and the FNSB treasury and budget department.

Responsibility for Cash, Equipment, Safety

Is custodian of both the key to the cashier's office and the combination to the safe; responsible for all cash collected in the district once it is turned in for safekeeping.

Supervision Received and Exercised

Receives oral and written instructions from the Accountant II.

Unusual Working Conditions

Responsible for maintaining a level of security for their work environment over and above what is normally expected in order to maintain an acceptable level of security over cash in the district safe, including securing the cashier's window, locking and opening the safe each day, and locking the door to the office each time the office is left vacant. Must carry their key with them whenever not in the office.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Two (2) years of experience and/or training as a bookkeeper, teller, or a related field.
3. Competency with Microsoft Office software.
4. General office procedures, including filing and data entry.
5. Good basic arithmetic skills and good oral/written skills in English to facilitate effective interaction with co-workers, administrators, district personnel and the public.
6. Excellent typing and 10-key skills.
7. Ability to prioritize daily work with more urgent weekly/monthly/yearly tasks.
8. Must be self-motivated and have the ability to work independently.
9. Ability to interact with others in a courteous and tactful manner.
10. Ability to meet deadlines.

The following are preferred:

1. One (1) year of college level accounting.
2. Knowledge of accounting procedures.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.