



Job Description

Job Title: Lead Cashier

JTC: CT3

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Primary responsibility is to conduct cash or other monetary transactions for the college. This is a front-line customer service position requiring considerable amount of attention to detail.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Strong knowledge of general bookkeeping and accounting practices. Ability to calculate numbers, correct entries, and post to records. Knowledge of cash management principles and/or procedures.

Basic keyboarding skills including the ability to use computers to access and input data. Ability to meet the clients in situations requiring tact, diplomacy and poise.

Ability to deal effectively and courteously with people from diverse backgrounds. Able to assist clients in the accurate application of their transactions, and when necessary, researches records on electronic and other available files to provide information regarding financial status.

Ability to analyze and solve problems. Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks.

Strong knowledge and experience providing effective customer service. Ability to effectively communicate accounting information, policies, and/or procedures in a manner easily understood by the customer.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus one (1) year of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Process payment transactions for students, faculty, staff and other customers for the college. Process refunds as necessary. Performs clerical support functions in relation to the assigned area, such as but not limited to, typing correspondence, filing, etc.

Performs data entry and other accounting related worksheets/data bases. Perform account reconciliations and prepare journal entries for supervisor's review.

Acts as a resource to students and other customers regarding issues concerning monetary or business office block on a student account. Provides guidance and function in a leadership role in relation to other cashiers.

Perform various accounting functions. Responsible for report distribution, mail handling, petty cash disbursements and handing out checks as assigned.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service to clients.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.