

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Cashier Office Manager

EEO CATEGORY: Professional

JOB NUMBER: 0-0637

STATUS & GRADE: E-13

DATE: 05/1998

DEPARTMENT: Business Office/Cashier's

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's Degree in Business Administration or related field with accounting/finance background. Minimum of three (3) years work experience in a managerial capacity involving bookkeeping, accounting, or banking experience. Computer experience desirable. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE AND PURPOSE OF POSITION: To supervise and assist in the functional discharge of all financial transactions of the University, which includes transactions with and among University departments, students, staff and faculty.

SUPERVISION GIVEN & RECEIVED: Under general supervision of the Director of the Business Office. Supervises all other cashiers and support staff of the Cashier's Office.

PRIMARY RESPONSIBILITIES: The Cashier Office Manager is responsible for the supervision of both the Cashier's Offices, takes responsibility for all money receipted and refunded, collected fees, and helps other departments with deposits. Responsible for receiving payment for board, dorm rent, correspondence courses, returned checks, distribution of payroll and other checks, the balancing of cash drawers, and disbursement of financial aid checks. Approves checks presented for payment by staff and students. Responsible for preparing for each registration. Preparation for registration includes: hiring all personnel, physically setting up Coliseum or Lowman Student Center Ballroom, training classes for new registration employees, (each regular registration requires as many as 80 temporary employees), and attends planning meetings with other department heads. During heavy registration periods, responsible for being certain the day's receipts balance and are deposited, which sometimes requires late evening work. Many registration periods now crowd the calendar and result in complicated scheduling of employees. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Contacts with other University departments, staff, students, parents of students, and financial agencies dealing with the University.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.