

METRO
Classification Description

Title:	Cash Office Clerk	Bargaining Unit: LIUNA 483
Job Code:	0035/4035	Established:
Pay Range:	320/430	Revised: 11/2005; 9/3/2009
FLSA Status:	Non-exempt	EEO Category: Admin Support

CLASSIFICATION DESCRIPTION

Perform high-volume cash office operations, troubleshooting, auditing, verifications, receipting and bank deposit preparations, also perform a variety of multi-system record-keeping tasks in the maintenance of Zoo cash flow accounts. Balance and reconcile funds, interact with and serve as a resource to cashiers, perform other cashiering and accounting tasks associated with Zoo monetary transactions, and also serve as backup to Lead Cash Office Clerk.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Operates cash office machinery (currency and coin counters interfaced to a computer) to count incoming cash at the Zoo. Sources of cash include cashier sales from admissions, concessions and railroad, donation boxes, vending machines and miscellaneous sources.
2. Prepares daily bank deposit of cash, checks and credit cards.
3. Reconciles daily credit card transactions from three systems.
4. Codes cash revenues to correct account number. Prepares input documents using cash register printouts from three systems. Performs data entry and balances computer generated reports to summary input documents.
5. Reviews and balances membership applications sold by Zoo cashiers.
6. Types invoice requests for accounts receivable.
7. Prepares and issues cash bags for all points-of-sale Guest Services operations.
8. Performs cash collections and delivers change throughout the Zoo.
9. Reconciles vault funds. Secures all monies in the safe and sets alarms.
10. Operates teller window for Zoo employee cash transactions. Issues and monitors petty cash fund. Verifies appropriateness of petty cash expenditures, proper account number and proper authorization. Prepares regular report showing petty cash transactions.
11. Serves as a resource for Zoo cashiers with questions concerning cash policies and procedures, credit card sales, etc.
12. Verifies the accuracy of others' work, performs troubleshooting and audit tasks, and documents procedural errors. Performs cashier audits.
13. Performs general office duties such as photocopying, filing, and distributing reports.
14. Compiles data for a variety of narrative and statistical reports. Prepares reports.
15. Assists the public, public officials and other employees in a professional and courteous manner.
16. Develops safe work habits and contributes to the safety of self and co-workers.

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17. Contributes to a positive team atmosphere.
18. Has regular and punctual attendance.
19. Performs assigned duties during an emergency situation.
20. Other duties as assigned.

JOB SPECIFICATIONS

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

Job Preparation

Education and Work Experience

- High School or GED; three years progressively responsible accounting and cashiering with high volume coin/currency handling, audit, problem solving, and record keeping experience or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

Knowledge, Skills and Abilities

- Mathematical and bookkeeping concepts and techniques
- Accounting and cash office procedures and methods
- Operate a personal computer, 10-key adding machine, cash-counting machines
- Perform detailed cash office work involving numerical data and to make mathematical calculations rapidly and accurately
- Make change and convert money to different denominations
- Quickly learn and follow structured procedures, both written and oral
- Solve problems within bounds of written instructions
- Work alone and as part of a team, and to work effectively and harmoniously with Zoo staff
- Adapt to changes in workload and to work with seasonal staff
- Lift and up to 40 pounds, and navigate outdoors in all weather
- Have neat and legible writing
- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
- Use discretion with confidential and sensitive matters
- Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner
- Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work
- Work in a safe manner and follow Metro safety policies, practices, and procedures

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- Perform the assigned duties of the position

Special Requirements

- Successfully pass the background checks and screening requirements of the organization

Tools and Equipment Used

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets
- Cash office machinery (currency and coin-counters interfaced to a computer)

Supervision

- Supervision is received from Cash Office Supervisor or other management and supervisory personnel

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Work is performed in an office setting and at various indoor and outdoor locations throughout the zoo in varying weather conditions

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.