



JOB INFORMATION

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|-------------------|--|
| Job Code: | 113019 |
| Job Title: | Supervising Cashier |
| FLSA Status: | Exempt |
| Supervisory: | Supervises employees who do not supervise. |
| Job Family: | Cashier |
| Job Family Group: | Cashiers |
| Management Level: | 6 Supervisor |

JOB SUMMARY

Supervises daily operations of department's cashier function. Oversees cash handling and performs department's banking function.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study |
|-----|------|---------------------------|----------------|
| X | | High school or equivalent | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| Req | Pref | Work Experience | Experience Level |
|-----|------|-----------------|------------------|
| X | | 1 year | |
| | X | 2 years | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|---|
| X | | Cashier/cash handling experience. |
| X | | Knowledge of cash management principles and procedures. |
| | X | Cash handling in a similar environment. |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| Supervises daily operations of department's cashier functions. Oversees cash handling and performs department's banking function. Provides appropriate training, guidance and feedback to cashiers. | | | | |
| Assists in recruitment, screening, hiring, orientation and training of unit staff. Evaluates employee performance and provides guidance and feedback. Counsels or disciplines employees, as required. | | | | |
| Ensures adherence to department policies and procedures and makes recommendations regarding revisions to operating procedures. | | | | |
| Counts and balances all proceeds obtained from registers and prepares for bank deposit. Researches significant register shortages. | | | | |
| Prepares and distributes daily supply of cash to cashiers. Maintains log of all cash issued to and proceeds returned by cashiers. | | | | |
| Balances, reconciles and monitors (on a daily basis) petty cash fund used to provide change for registers. | | | | |
| Interacts with Financial Services in preparing bank deposits and obtaining cash for business transactions. Investigates bank deposit discrepancies and resolves problems, as needed. May prepare other cashier report forms as needed. | | | | |
| Prepares regular and/or special reports for use in analyses and projections and for use by other departments. | | | | |
| Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/ | | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.