

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

FINANCE CASHIER

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Proficient in use of ten-key calculator.
- Three (3) years of experience in accounts payable, bookkeeping, or other related duties with a governmental agency or other large organization.
- Knowledge of computer applications as related to specific job functions; computer data entry experience desirable.

REPORTS TO Assistant Director Of Finance

SUPERVISES No supervisory duties

POSITION GOAL

To provide a competent and accurate system of cash receipts and disbursements.

PERFORMANCE RESPONSIBILITIES

1. * Receive and process receipts for all monies (cash and checks) received by the District, including insurance premiums and fingerprinting fees.
2. * Code receipts with the appropriate account coding and verify correctness of account codes and classifications.
3. * Record receipts in the book of original entry. Balance such items on a daily basis and maintain an accurate filing system of records and documents required for postaudit.
4. * Maintain statistical information, as assigned by the Assistant Director of Finance.
5. * Prepare, on a daily basis, a transfer receipt and transfer all of the collections, along with a listing of the collections, to the Accountant II.
6. * Prepare and send, on a daily basis, a listing of all insurance premium checks to the Employee Benefits Department.
7. * Prepare and send copies of receipt documentation to various District departments to keep them informed of the receipts to be credited to their accounts.
8. * Compile and categorize payroll checks and issue payroll checks to all schools and departments.
9. * Forward checks applicable to TSA companies, the Credit Union, SEA, Child Care, etc., and maintain an accounting of checks issued.
10. * Maintain a file of payroll registers by pay date.
11. * Void payroll checks, as appropriate, and prepare documentation for account reconciliation purposes.
12. * Sign manual checks using the School Board's check signing machine after verifying the supporting documentation. Maintain a log of all checks signed.
13. * Verify, prior to mailing, accounts payable vendor checks using supporting documentation.
14. Perform other duties as assigned by the Assistant Director of Finance.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-B \$23,301 - \$41,374
 M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
 Personnel Category **18**
 EEO-5 Line **44**

Function **Vary**
 Survey Code **75034**
 Job Code **1979**

ADA CODES

2 **TBA**
 3 **TBA**
 4 **TBA**

BOARD APPROVED

May 11, 1993