

## Santa Clarita Valley Food Service Agency

## Position Description

Position: Cash Control Clerk	Position Number: 2.00
Department/Site: CK Office	FLSA: Non-exempt
Reports to/Evaluated by: Director, Finance & Administration or his/her designee	Salary Grade: 112

### **Summary**

Serves as the centralized resource for distributing, receiving, balancing, and depositing cash to Agency accounts.

### **Distinguishing Career Features**

The Cash Control Clerk is a specialized position with the clerical accounting career path, focusing on processing and preparation of documents used to distribute, receive, control and account for cash receipts.

### **Essential Duties and Responsibilities**

- Reconciles daily cash transactions. Receives incoming cash revenues and balances against receipts and register details. Prepares cash deposits for shipment to banks.
- Enters deposits into the accounting system and verifies amounts from bank receipts and statements.
- Orders cash from banks and prepares revolving cash drawers to serve campus needs, verifying amounts.
- Reconciles cash using hand counts, spreadsheets, and coin counting equipment, and matches to supporting documentation.
- Prepares documentation and may assist in posting journal entries to cash-in-hand and to general ledger. Assists in monthly reconciliation of various accounts.
- Analyzes discrepancies in cash by reviewing register tapes, beginning and ending balances, and transmittals to banks. Makes notation of shortages and overages for adjustment to the accounting system. Monitors trends in cash discrepancies.
- Maintains cash on hand to support daily operations. Frequently counts cash to verify balances and maintain control and security.
- Disburses petty cash. Releases cash to authorized personnel, verifying proper signature and documentation.
- Maintains knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

## Qualifications

### ▪ **Knowledge and Skills**

Requires a basic knowledge of the practices and terminology of bookkeeping and accounting data entry practices, accounting office clerical procedures and methods for maintaining source documentation files. Requires knowledge of cashiering, including knowledge of individual account cash control, receipt, disbursement, and allocations of funds. Requires a basic knowledge of admissions and financial aid transaction procedures relating to student records, cash receipts and disbursements. Requires sufficient writing skills to prepare basic business correspondence and account footnotes. Requires sufficient math skills to compute sums, quotients, products, ratios, percents, and portions. Requires sufficient human relations skill to convey procedural information to others and to deal effectively with others on financial transactions.

### ▪ **Abilities**

Requires the ability to maintain a complete set of records and reports consistent with defined requirements. Requires the ability to accurately tally account details. Requires the ability to interact with a wide range of customers with courtesy and patience. Requires the ability to maintain the confidentiality of student records and information. Must be able to perform the clerical and record keeping duties of the position including operation of computer software programs designed for accounting and student information. Requires the ability to work cooperatively and productively with others.

### ▪ **Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires ambulatory ability to retrieve files and stand at a counter for customer service transactions. **Requires the ability to stand for extended periods of time, bend, kneel and stoop. Requires sustained lifting of and moving light to medium (under 45 pounds) and occasional lifting of and moving heavy objects up to 60 pounds.** Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

### ▪ **Education and Experience**

The position requires a high school diploma with coursework in bookkeeping or accounting and computer-aided applications, plus two years of experience in a cashier function in education or banking. Additional education may substitute for some experience.

### ▪ **Licenses and Certificates**

Requires a valid driver's license.

## Working Conditions

Work is performed indoors where some safety/security considerations exist due to handling of large sums of cash.