

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Cashier/Clerk

**BASIC FUNCTION:** Under the supervision of the area Manager performs as cashier, including the collection and control of college fees.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES:**

1. Opens Cashier session for day's use; closes, and reconciles.
2. Handles transactions at window and payments for Admissions (enrollment, transcripts, and parking fees).
3. Posts payments for student accounts with scholarships.
4. Balances cashiering sessions for the day.
5. Reconciles cashiering sessions for the day.
6. Schedule hourly workers.
7. Check graduation application fees and take payments.
8. Re-bill students account for the BOGW.
9. Give out student activity fee waivers when Student Activity office is closed.
10. Process payment transactions for student enrollment, transcripts, and parking fees.
11. Accept and receipt deposits for multiple ASRCC club accounts.
12. Process payment transactions for staff parking permits, health tests, guidance test fees, and Pell grant overpayments.
13. Sell theme park tickets, vica cards, clay tickets, and photo cards.
14. Distribute meal money for athletic teams.
15. Cash employee checks and distribute payroll warrant disbursements and other forms of payment.
16. Receipt cash received from parking meters.
17. Process parking citation payments and tuition payments received.
18. Participates in District-provided in-service training programs.
19. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
20. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent.

**EXPERIENCE:** Two years of closely related experience in clerical work which includes one year involving the handling of and accounting for money. Must be bondable.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Methods of handling, receipting for, and maintaining records of money received; modern office methods, procedures, and equipment. Basic accounting principles.

**ABILITY TO:** Learn and follow college cashiering procedures. Make change with speed and accuracy; make accurate mathematical calculations with speed and accuracy; operate ten-key calculator by touch; follow written and oral directions; tabulate and post accurately establish and maintain an effective working relationship with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, other departmental staff, police officers, bank, and money couriers.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.