

# School Cashier

Job Description-Reference code 030002

**Category: Finance & Accounting**

**Department:** Finance & Accounting Department

**General Qualifications:**

- High school diploma or equivalent; additional education or training in accounting, finance, or business administration is preferred.
- Previous experience in cash handling, customer service, or administrative support roles, preferably in a school or educational setting.
- Strong numerical aptitude and attention to detail, with the ability to accurately handle cash, reconcile accounts, and maintain precise records.
- Excellent communication and interpersonal skills for interacting with students, parents, staff, and other stakeholders in a friendly and professional manner
- Proficiency in basic computer skills, including data entry, spreadsheets, and accounting software; familiarity with school management systems is a plus.
- Integrity, reliability, and trustworthiness in handling confidential financial information and adhering to ethical standards of conduct.
- Flexibility to adapt to changing priorities, multitask effectively, and work collaboratively in a fast-paced environment.

**Reporting:** Finance & Accounting Director

**Job Goal:** The School Cashier plays the vital role in managing financial transactions, maintaining accurate records, and providing customer service within the school environment. They handle various payment processes, such as collecting fees, issuing receipts, and reconciling accounts, while ensuring compliance with school policies and accounting procedures.

**Essential Functions and Responsibilities**

- **Cash Handling:**
  - Receive payments from students, parents, and staff for various school-related fees, including tuition, lunches, extracurricular activities, and events.
  - Count and verify cash, checks, and other forms of payment received, ensuring accuracy and adherence to established procedures.
  - Prepare and issue receipts for payments received, recording transaction details and maintaining proper documentation.
- **Accounting and Record-Keeping:**

- Maintain accurate accounting records of all financial transactions, including deposits, withdrawals, and disbursements.
- Reconcile cash drawers and account balances at the end of each day, identifying discrepancies and resolving any issues promptly.
- Prepare daily, weekly, and monthly financial reports summarizing revenue, expenses, and account balances for review by school administration.
- **Customer Service:**
  - Assist students, parents, and staff with inquiries related to fees, payments, and account balances in a courteous and professional manner.
  - Provide information on payment options, deadlines, and procedures, ensuring clarity and understanding for all stakeholders.
  - Address concerns or complaints regarding financial matters promptly and escalate unresolved issues to appropriate personnel as needed.
- **Administrative Support:**
  - Assist with administrative tasks, such as filing, copying, scanning, and organizing documents related to financial transactions and records.
  - Collaborate with other school staff members, including administrators, teachers, and office personnel, to coordinate financial activities and support school operations.
  - Participate in training sessions and professional development activities to stay updated on school policies, procedures, and software systems.
- **Compliance and Security:**
  - Ensure compliance with school policies, accounting principles, and legal regulations governing financial transactions and cash handling.
  - Safeguard cash, checks, and other valuables by following security protocols, locking cash drawers, and maintaining confidentiality of financial information.
  - Report any suspected fraud, theft, or irregularities in financial transactions to school administration and cooperate with investigations as required.

**Term of Employment:** Three - Year Contract renewable yearly by written notice and mutual agreement.

**Evaluation Method**

The Finance & Accounting Director shall evaluate the Cashier once a year. The Finance & Accounting Director will drive the evaluation process according to the defined procedure. The KPIs for measuring the effectiveness of the Cashier contribution to the overall academic function of the school include: Transaction Accuracy (Accuracy Rate: Measure the percentage of transactions processed without errors, such as incorrect amounts, missing documentation, or discrepancies in cash handling. Reconciliation Accuracy: Assess the accuracy of cash drawer reconciliation at the end of each shift or day, comparing actual cash on hand with recorded

transactions). Efficiency and Productivity (Transaction Processing Time: Track the average time taken to complete cash transactions, including receiving payments, issuing receipts, and providing change. Transaction Volume: Monitor the number of transactions processed per hour or shift to gauge workload and efficiency). Customer Satisfaction (Customer Feedback: Gather feedback from students, parents, and staff on their satisfaction with the cashier's service, professionalism, and responsiveness. Resolution of Issues: Measure the promptness and effectiveness of resolving customer inquiries, concerns, or complaints related to financial transactions). Financial Compliance (Adherence to Procedures: Ensure compliance with school policies, accounting principles, and legal regulations governing cash handling, receipts, and record-keeping. Audit Findings: Monitor audit results and internal control assessments to identify any deficiencies or areas for improvement in cashiering processes and procedures). Record-Keeping and Reporting (Accuracy of Records: Evaluate the accuracy and completeness of financial records, including receipts, deposit slips, transaction logs, and reconciliation reports. Timeliness of Reporting: Assess the timeliness of submitting financial reports, deposits, and other documentation to school administration or finance office). Cash Handling Security (Security Protocols: Ensure adherence to security protocols for cash handling, including safe storage, locking cash drawers, and maintaining confidentiality of financial information. Incident Reporting: Report any incidents of fraud, theft, or suspicious activity related to cash handling promptly to school administration or security personnel). Training and Professional Development (Training Completion: Monitor completion of training sessions on cash handling procedures, customer service skills, and compliance with school policies. Skill Improvement: Assess the cashier's skill development and proficiency in using cash handling equipment, accounting software, and other tools). Team Collaboration (Collaboration with School Staff: Evaluate the cashier's ability to collaborate effectively with school administrators, teachers, office staff, and other stakeholders to support financial operations and school activities. Communication and Coordination: Measure communication skills and responsiveness in coordinating financial transactions and resolving issues with other departments or personnel).

### **Selection and Appointment Process**

Interested candidates should submit a resume, a portfolio of similar work done, and a cover letter explaining their qualifications and interest in the position. Application instructions and contact information should be included. This Job Description provides an overview of the responsibilities and qualifications for a cashier at the school. The specific requirements and expectations may vary depending on the school's needs, and the scope of its teaching and learning efforts.