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# Example of General Cashier Job Description

Our company is searching for experienced candidates for the position of general cashier. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for general cashier

* Field customer billing inquiries
* Assist with sales tax analysis and balancing
* Other duties as assigned by the Hotel Controller
* Report all cash discrepancies to the Assistant Director of Finance immediately
* Perform any additional duties as assigned by the Director of Finance or Assistant Director of Finance, to include a participative role in operating inventory taking
* New hires/Terminations
* Assist with any order duties asked by DOF and ADOF upon department needs
* Performs all cashier bank audits at random on a regular basis, but at least monthly
* Processes all property petty cash for reimbursement into negotiable funds weekly
* Processes all Food and Beverage, Front Office, and Spa due backs

## Qualifications for general cashier

* Ensure payroll taxes are collected, remitted and filed accurately and timely
* Conduct payroll audits on each department at least once per year, and review any discrepancies from these audits
* Prepare payment requests when necessary for employee deductions or balances for transferred employees
* One year accountant or cashier experience
* Sunsystem / SAP System
* Starwood Financial Policies & Procedures