



Example of Cashier Supervisor Job Description

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Our innovative and growing company is looking to fill the role of cashier supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for cashier supervisor

- Report any shortages/overages to management
- Monitors Senior Accounting Assistants' (Cashiers) cash drawers and conducts petty cash audits
- Verifies daily currency bags and remote deposit capture for cashiers
- Ensures daily bank deposits are accurately balanced and cashier transactions activity is accurate
- Trains cashiering staff on all aspects of information pertaining to the Cashier's Office
- Ensures that cashiering office staff are providing exceptional customer service
- Receives and receipts a variety of payments and other cash-related transactions
- Investigates and resolves any cashier balancing issues
- Assist with responding to Cashier's Office email
- Serves as informational resource person to other staff

Qualifications for cashier supervisor

- Orders currency and coin for approved campus merchants, upon requests
- Performs research on bank adjustments and credit card disputes, and provide documentation to appropriate parties for resolution
- Prepares and files daily cashier reports
- Maintains confidentiality of all University records
- Monitors equipment condition to ensure it remains in working order

