



Example of Cashier Supervisor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of cashier supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for cashier supervisor

- Co-located Agencies/Centers may be required to share Cashier Level II's to perform cashier closeout functions
- Oversees the day-to-day operations of the Cashier's office
- Prepares daily cash reports, balances cash drawers, reconciles receipts, and bank deposits
- Provides training and guidance on policies, procedures, and processes for the receipt and processing of all transactions
- Ensures that all transactions are processed in accordance with internal controls, policies, and procedures
- Researches and resolves complex student account receivables issues
- Coordinates work schedules to ensure adequate coverage during normal operating hours, lunch breaks, and peak payment periods
- Prepares and updates procedures for cashiering
- Provides oversight of change funds
- Responsible for ensuring the daily bank deposits for respective cashiers offices of PHS, MGH and BWH

Qualifications for cashier supervisor

- Six (6) years of progressive supervisory experience in an office environment
- Five (5) years of experience in a money-handling environment, including three (3) years of experience working with cash registers

- Proficient in MS Office applications, prior SMS programs training preferred, office experience preferred
- Must be organized and take direction well
- Must have a flexible schedule including but not limited to nights, weekends and holidays