



# Example of General Cashier Job Description

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Our company is looking for a general cashier. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for general cashier

- Processing petty cash disbursements in accordance with Hilton policy
- Issuing and tracking internal house funds, vault #, and contracts associated as such
- Remain easily reachable for team members to make change and pickup due back requests
- Miscellaneous items as determined by Director and Assistant Director of Finance
- Implement general payroll policies and procedures and monitor adherence to guidelines
- Prepare and transmit payroll entries within established timeframes
- Prepare reports for hotel management, including headcount and production reports, overtime reports, costing reports, as needed or requested
- Prepare manual checks or advance payment requests as needed or required
- Enter and/or post employee information, including benefit deductions, new hires and terminations, garnishments, child support payments, direct deposit information, into payroll and/or timekeeping system in a timely manner
- Maintain orderly filing systems for all payroll supportive documentation and payroll reports

## Qualifications for general cashier

- Analyze and maintain all vendor communication and correspondence including, but not limited to, reviewing and processing invoices and disbursements, preparing various reports, monitoring critical payment lists,

- Well-organized, detail-oriented with high accuracy
- Proficient in PC skills in MS word, Excel and Chinese word processing
- Perform other payroll-related duties as needed, such as returning unclaimed paychecks, preparing human resources or accounting documentation or reports on payroll-related statistics, ensuring checks are distributed in a secure and timely manner
- May perform additional accounting-related duties such as processing retrieval and charge backs from credit card companies, assisting in posting payroll charges to the general ledger, troubleshooting time clocks or payroll system issues, working with Accounting staff on payroll bank accounts and cash levels, preparing hotel payables for payroll-related expenses