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GOLF CASHIER

GENERAL STATEMENT OF DUTIES: Receives money collected in payment of golf fees and from other sources. Assists in the performance of routine clerical work in maintaining and checking financial accounts. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Work involves the receiving and accounting for money received at the window with considerable accuracy and speed. Records must be kept of all funds collected, the cashier being responsible for shortages in his own work. The work also involves the application of standardized account-keeping practices in maintaining and checking financial accounts and records. General supervision is received from superior.

EXAMPLES OF WORK: (Illustrative only)

Receives payments of fees and money from a variety of others sources;
Balances receipts daily and turns cash over to superior;
Answers questions;
Keeps record of daily collections;
Runs totals and counts money;
Makes out bank deposits;
May also be utilized to perform other clerical duties;

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Ability to accurately handle sums of money; ability to detect counterfeit coins and bills; ability to write legibly; ability to deal with the public; clerical aptitude, mental alertness, neatness in appearance, tact and courtesy, good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in public contact work involving the handling and accounting for sums of money and completion of a standard high school course or any equivalent combination of experience and training.

CSC 9/15/76