



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Cashier
Payroll/Personnel Type:	12 Month
Reports to:	Manager, Cash and Investments

Position Summary:

Perform the duties required to maintain an accurate record of all sources of income and financial records of the St. Louis Public School System.

Essential Functions:

- Record every transaction on a cash receipt form showing amount, fund, object, location or project number; send one copy to Data Processing and maintain files for the other copy; batch receipts on a Transaction 9 document showing fund, date, number of transactions, fiscal project year, accounting month, total cash receipt amount, and the batch number; enter each transaction on a spreadsheet
- Maintain an accurate record of state monies received via wire transfer directly from bank
- Receive and maintain an accurate record of monies from various sources
- Some examples are transcripts and document fees, ticket sales, local income (real estate/personal property taxes, school district trust fund, and merchants and manufacturers taxes,) rental of Board of Education property and charges for utilities, county income (bond forfeitures, state fines, and criminal activity fines from the courts,) tuition and registration fees, adult education fees, textbook rental and sales, summer school tuition, endowments, grants and scholarships
- Receive and maintain accurate record of monies from federal or state revenues, such as state contributions-desegregation plan, metro desegregation grants and court ordered legal reimbursements, etc.
- Tally and receipt monies from insurance department for insurance premiums
- Receive earnings on investments, place o spreadsheet to send to Data Processing
- Prepare deposit slips for all checks, coins and currency for daily bank deposit; balance all receipts, prepare a summary of cash deposits spreadsheet; run adding machine tape on all deposited checks and stamp checks; take deposit to bank; check deposit slips to bank statement
- Mare corrections to Cash Receipts report when needed; forward to the FAS System on all revenue transactions
- Log in new issue and cancel warrant checks in voucher registration book; place in spreadsheet and take to bank
- Enter data from all schools' lunchroom sheets into spreadsheet by location for breakfast, lunch, and ala-carte programs; balance individual lunchroom sheet amount to bank deposit slip; copy discrepancies and send to Food Service; send computer printout to Data Processing
- Check receipts from Data Processing and compare with cash receipt journal 200
- Send out weekly and monthly reports to schools showing deposits credited to their locations
- Make adjustments on all returned checks either through redeposit or debiting account from FAS system
- Prepare a batch control log sheet of all transactions that go to the FAS system
- Receive and stamp all bids and place in bid box for bid openings
- File all back-up receipts in file for record keeping by objects
- Performs other duties as assigned



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Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Requires attention to detail
- Ability to work with numbers continuously

Experience:

- Specialized training in bookkeeping and record keeping

Education:

- High School Diploma or Equivalent (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date
Immediate Supervisor

Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.