

## ***JOB DESCRIPTION***

***POSITION TITLE:***        *Cashier*

***DEPARTMENT:***         *Finance & Accounting*

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### **MAIN PURPOSE FOR JOB**

Receives cash from customers or employees in payment for goods or services.

### **REPORTING RELATIONSHIPS**

Reports to Accounting Supervisor – General Books

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **KEY DUTIES AND RESPONSIBILITIES**

These include the following but other duties may be assigned from time to time.

1. Responsible for all cash transactions.
2. Maintains local and US petty cash imprests and is custodian for cashier combination vault.
3. Batches and input to SAP paid petty cash vouchers for reimbursement.
4. Reconciles suppliers' accounts with statement of accounts received from them.
5. Issues receipts for amounts received.
6. Prepares reports of daily cash transactions (Daily Cash Report).
7. Prepares receipt packs daily and delivers to A/C Receivable Officer.
8. Prepares cash and cheque lodgments daily and present them to banking and investment for checking.
9. Make arrangements with Brinks for the pick up and delivery of cash to Bank of Nova Scotia.

10. Keeps a record of all lodgments given to Brinks to take to Bank of Nova Scotia.
11. Prepare banking journals for all current and call accounts.
12. Prepares cheques from Education Trust Fund and ensures that the account is properly maintained.
13. Prepare reconciliations for all Bank Accounts.
14. Custodian for and follows up on returned cheques.
15. Assists at the Receivables desk, when necessary.
16. Assist with monthly preparation of special report – Statement A, Statement C and PCJ report.
17. Performs any other duties that may be assigned.
18. Generally complies with all rules and regulations or guidelines of various policies issued by the Company from time to time such as General Administration, Safety, Health and Loss Prevention.

## **KNOWLEDGE AND SKILLS REQUIRED**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

### **Education \ Experience**

- High School diploma or three (3) GCE ‘O’ Levels, including Mathematics/Accounts and English, or 1-2 years related experience and/or training; or equivalent combination of education and experience
- Certificate/Diploma in Accounts

### **Abilities**

- Good communication skills both orally and written.

## **CONTACTS**

### **Internal**

All Departments

## **PERFORMANCE CRITERIA**

The job is satisfactorily performed when:

1. Outstanding lodgments does not exceed one (1) day.
2. Cash shortages are NIL.
3. Disagreements with statements from suppliers are to be followed up within fifteen days of the receipt of statement.
4. Run-out of petty cash is avoided by claiming reimbursement on a timely basis.
5. Compliance with established Company Policies and Rules.
6. Punctuality in attendance at work and meetings.
7. Provides service readily when required to do so.

Employee's name:.....

Employee's signature:..... Date:.....

Dept. Manager's signature:.....

Dept. Manager's signature:..... Date:.....

Approved by:..... Date:.....

Manager, HRD&A

*HRD – BCS:cl*  
*September 13, 2006*  
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