Records Services Cashier

(Washington, DC)

General Position Overview: (include but not limited to and subject to change):

Minimum Education and Experience Required:

• HS diploma (some college preferred), and four (4) years of experience in money handling including three (3) years of experience working with cash registers.
• Solid working knowledge of using the Microsoft Suite of Office Products (i.e. Word, Power Point, Excel, SharePoint and Outlook).

Minimum Qualifications Required:

• Ability to analyze and interpret financial data and reports, regulatory material and internal controls.
• Demonstrated ability to manage a money handling process and train other Cashiers on duties and workflow.

Duties / Tasks:

The Cashier is responsible for adherence to all cashiering procedures, to include; acceptance and verification of correct fees; managing discrepancies; deposits and returned check procedures; reports and verifications in CTS (Case Tracking System) / ACRS (Automated Cash Register System) or other databases).
• Shall acknowledge and adhere to all standards for conduct, internal controls, the Privacy Act, and the protection and safeguarding of all Personally Identifiable Information (PII).
• Verify that the fee collected matches the type of request submitted, note all discrepancies and records the amount and type of fee collected, all according to established procedures.
• Verifies that all cash moneys received is reported to the Section Chief.
• Cashier all work brought to the office, ensuring that each deposit balances before beginning new deposit.
• Assist in creating daily deposit summary and the verification report.
• Review all requests from mailroom.
• Supervise and train personnel in various cashier task and duties.
• Submit daily deposits, report shortages or overages, and other required reports.
• Ensure proper cashier record retention.
• Verify any discrepancies on requests and take appropriate action to correct and notes the CTS.
• Verify that the fee matches the type of application submitted, and deposit the moneys into a bank designated by DOS.
• Enter deposits into banking system (i.e. OTCNet).
• Perform required verifications prior to finalizing deposit.
• Maintain constant awareness and adherence to all aspects of internal controls.
• Monitor for fraud and assist in resolving any discrepancies or inaccuracies.
• Provide input, verification, and control of all data recorded.
• Perform corrections and overrides.
• Ensure that daily log for armored car activities is completed accurately.
• Assists Supervisor with preparation of deposit for armored car pick-up on a daily basis.
• Run daily, weekly and monthly reports for all transactions.