



University of Houston-Downtown Job Description

Job Title: Cashier Clerk I
FLSA Category: Non-Exempt
Grade: 16
Job Code: 5104

DUTIES

Job Summary: Collects payments and assists students with account inquiries

Duties and Responsibilities:

- Assists students with account inquiries
- Processes credit card journal entries on People Soft system
- Collects cash, check and credit card payments
- Performs administrative duties such as answering phones, faxing and copying documents
- Maintains and files University wide confidential student records
- Opens/Closes Cashier Office

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education: High school diploma or GED with some college coursework, preferably in a business related discipline.

Experience: Minimum of one (1) year of office or retail experience, preferably cash handling and/or customer service experience

Licenses/Certification: None required

PHYSICAL DEMANDS

Environmental Conditions

Working conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort: Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk: Work environment involves minimal exposure to physical risks.