

SNOHOMISH COUNTY JOB DESCRIPTION

LEAD CASHIER

Spec No. 6023

BASIC FUNCTION

To oversee the cash handling and receipting functions for the County Treasurer's Office; to provide technical guidance for daily operations; to assist in developing and implementing procedures related to cash handling; to maintain accurate records and perform various verification of records and random cash audits of cashiers; and to oversee the cashiers.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Oversees all aspects of cash collection and receipting for the County Treasurer; monitors the timely movement of cash from collection to deposit.
2. Receives, disburses, posts payments, balances and/or deposits monies received by mail or wire transfer; processes all checks returned for non-payment.
3. Receives and processes cash on a daily basis; prepares transmittals and bank deposits; maintains safekeeping of cash on premises; balances combined cash and researches discrepancies; arranges for armored car services as necessary.
4. Maintains current listing of all bank accounts of the County and of special purpose districts; monitors monthly account analysis and reconciliation's.
5. Leads employees and provides oversight to subordinates as assigned; assigns daily work and trains subordinates as necessary; reviews completed work and work in progress to ensure accuracy and compliance with instructions and established procedures.
6. Identifies needs, reviews, develops and updates policies and written procedures related to Treasurer Office cash operations.
7. Analyzes and resolves technical problems and questions encountered in the work which subordinate level employees cannot answer; receives, investigates and resolves the public's complaints and problems.

STATEMENT OF OTHER JOB DUTIES

8. Develops and maintains procedural manuals for all cashiering functions.
9. Performs all the duties of subordinate level employees.
10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

An Associate's Degree with accounting emphasis and five years banking or other field directly related to professional cash receipting; PLUS, three (3) years of professional cash management work with lead responsibilities; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures
- cashiering methods

Ability to:

- organize and lead the work of subordinates
- operate a personal computer-based receipting system
- effectively train, coordinate the work of subordinate employees
- establish and maintain effective work relationships with superiors, peers, associates, subordinates and the general public
- maintain necessary records and prepare required reports; communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- work with minimum supervision
- make decisions under pressure

SUPERVISION

Employee receives limited supervision from a supervisor or an administrative designee as assigned. The work is reviewed by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with six (6) + hours or more per day focusing on a computer screen. May be required to lift up to 50 pounds

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 as Head Cashier

Previous Spec No. 740801

Revised: July 1987 Cashier, Lead

Retitled and Revised: June 1, 1998 as Cash Manager, December 2009

Revised: February 2017

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EEO Category: 6 - Administrative
Pay Grade: 311 - Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous