

# Cashier's Office Manager

University of California, Los Angeles  
August, 1983

**Class Specification - B.15**  
Cashier's Office Manager - 4610

## **CLASS CONCEPT**

Cashier's Office Managers direct the activities of a campus cashier's office that is autonomous for operational purposes and perform other related duties as required.

Incumbents manage a cashier's office with responsibility for personnel, budget, and operations; plan procedures for the collection and deposit of monies received by other campus units and provide technical coordination to other cashing offices on a campus; audit daily records of receipts, payments and deposits; coordinate activities of the cashier's office with various other campus activities, including the Accounting Office, and represent the cashier's office in contacts with campus and System wide offices and outside agencies and institutions; select, train, and supervise subordinate personnel; develop and maintain adequate cash security measures in accordance with University internal control standards; conduct special studies and make reports on the operation of the cashier's office, including statistical information concerning receipts, disbursements, deposits, and loans; develop application of computer procedures for cashing; and make financial arrangements for various committees presenting events on the campus by Supervising ticket sales and making final settlements of accounts as requested.

## **MINIMUM QUALIFICATIONS**

Applicants for positions in the Cashier's Office Manager class are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the positions.