

## TREASURY CASHIER SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is complex cashiering and supervisory work involved in the receiving, accounting for and depositing of all monies collected from the Government of Guam, Treasurer's Office.

Employees in this class perform the full range of complex cashiering and supervisory duties including independent work in specialized areas of the position.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises lower level cashiers.

Coordinates the deposits of collections made from various departments and agencies of Government of Guam to the Treasury; makes follow-ups on deposits not submitted on time; reviews, determines and corrects any discrepancies noted on individual deposits.

Opens bank deposits and witnesses processing of deposits in the various banks.

Assists the treasurer in verifying and signing of all Government of Guam checks.

Serves as a substitute cashier in the absence of a Treasury Cashier.

Prepares cash revenue and other report.

Trains new Treasury Cashier in their various assignments.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of methods and procedures of receiving, recording, depositing and accounting for cash transactions.

Knowledge of office practices and procedures.

Knowledge of the various negotiable instruments used in everyday business transactions.

Ability to supervise the work of others.

Ability to accurately count money and tabulate receipts.

PAGE 2  
TREASURY CASHIER SUPERVISOR

Ability to work effectively with the public and employees.

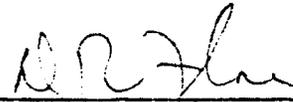
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience as a cashier or bank teller; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July 1980



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DAVID R. FLORES, Executive Director, Civil  
Service Commission