

TREASURY CASHIER

NATURE OF WORK IN THIS CLASS:

This is moderately complex clerical work in receiving and accounting for money in the Government of Guam Treasurer's Office.

Employees in this class perform moderately complex clerical cashiering assignments involving monies received in the form of cash, check or money order from the general public for payment of power, utility, telephone, housing, retirement, general funds, and related transactions.

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.)

Verifies change funds; receives and records for over-the-counter payments in varied sums of money for taxes, licenses and registration fees, fines and penalties, power, telephone, and utility services from the general public; issues receipts and any change due to patrons.

Validates and tallies official receipts from the various governmental departments and agencies.

Receives, verifies, and processes other collection made from the various governmental departments and agencies.

Posts data to proper account and periodically balances cash books.

Posts checks in the posting machine.

Verifies cash, checks, money order against field receipts.

Balances cash receipts and prepares daily cash reports; balances general ledger daily on general fund.

Prepares deposit slips for various government agencies e.g. GPA, PUAG, GTA, GHC, etc. for their respective bank accounts.

Prepares daily revenue report for all other agencies.

Distributes all kinds of checks such as payroll, retirement, public assistance, etc.

Operates NCR cash register, typewriter, adding machine, NCR posting machine.

May go to the bank for deposits.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Knowledge of office practices and procedures.

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

Ability to accurately count money and tabulate receipts.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

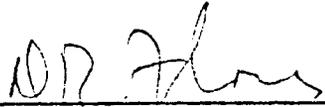
Ability to operate NCR posting machine, NCR cash register, adding and calculating machines and typewriter.

Skill in performing arithmetic computations and handling large volumes of cash bills.

MINIMUM EXPERIENCE AND TRAINING:

- a) One year 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



DAVID R. FLORES, Executive Director,
Civil Service Commission