

Position: Cashier  
Department: Finance  
Supervisor: Finance Manager  
Supervises: No One  
FLSA Status: Non-Exempt

**Position Summary:**

This position is responsible for the collection, recording, and depositing of Sac and Fox Nation's monies received. Performs reconciliation of petty cash drawer and is also responsible for computing, classify, and recording numerical data to keep financial records complete. Utilizes double entry accounting concepts for the computerized accounting system.

**Duties and Responsibilities:**

- Reconciles petty cash drawer each morning. Keeps register of cash and petty cash disbursed. Reviews any discrepancies immediately with Finance Manager.
- Reimburses small dollar amounts based on proper receipts. Issues minimal amounts for travel advances for local travel and/or clearing of travel.
- Ensures the Finance petty cash drawer is replenished in a timely fashion by submitting supporting documentation for payment to Controller.
- Receives payment for invoices. Invoices include but are not limited to: Travel reimbursements, rental property, juvenile billings and court revenue.
- Counts and verifies all monies received. Includes but not limited to: Travel reimbursements, rental property, juvenile billings, court revenue, tax commission, gun range, and pool.
- Counts and verifies all monies received. Issues receipt to customer.
- Prepare deposit slips daily into the appropriate bank account for all monies received for security transport to bank.
- Prepares cash receipt to customer.
- Prepares cash receipt voucher with supporting documentation to be coded and entered into computerized system. Posts cash/wire deposits. All deposits are to be posted on a daily basis into the appropriate bank account.
- Reviews work for accuracy and makes corrections as needed. Files cash receipt vouchers into respective program box.
- Files accounts payable vouchers check number into labeled file folders on weekly basis when requested.
- Verify and post business transactions, such as purchase orders, accounts payable and other types of expenditures or receipts, to the appropriate account
- Accurately input numeric and alphanumeric data, to include checks, statements, reports and other records, and produce finished documents efficiently, using applications software programs on a computerized system; copy, compile and distribute as necessary.
- Responsible for distribution of staff paychecks.
- Assist with or prepare accounts payable packages, accounts payable accruals, check requests, petty cash reimbursements and bank reconciliation's accurately and in accordance with policy and procedures.

- Supports Accounts Payable Technician with per capita information, ensuring W-9 information received from enrollment is entered correctly for Form 1099.
- Serve as back-up for the Accounts Payable Clerk on an as needed basis.
- Assists with preparing special reports as required.
- Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- Maintain confidentiality of all information processed.
- Performs other duties as assigned by Supervisor

**Knowledge, Skills and Abilities:**

- Must have knowledge of basic accounting principles.
- Must have knowledge of computerized and other automated record systems.
- Possess skills in the use of office equipment, including data processing systems, 10-key by touch, typing 45 wpm.
- Possess ability to work with general supervision and follow instructions for routine and detailed assignments.
- Ability to exercise tact and teamwork when dealing with co-workers and vendors.
- Must have the initiative and organizational skills to meet deadlines under time constraints.
- Possess Excel knowledge.

**Education and Experience:**

- High school diploma or GED. Two to three years experience in accounting or a closely related field preferred.
- And/or any equivalent combination of education and/or experience.

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Employee's Signature

Date

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Supervisor's Signature

Date