



Allen County Job Description

PART-TIME CASHIER

Department: Community Corrections
Classification/Level: Part-Time OSS II

FLSA Status: Non-Exempt
Date: 2/2019

Under the direction of the Senior Finance Manager, the Cashier receives payments and applies monies to participants' financial accounts covering a variety of Allen County Community Corrections (ACCC) programs. This position checks participants in for programs and classes, schedules appointments for participants, and enters information into ACCC's financial software. This position is not covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Responsible for receiving fee monies from offenders, verifying correct amounts, completing approved receipts and returning copy to offender.
- Maintains computer entries on all fees received from offenders and/or their family members.
- Enters data into the case management software on initial visits and payment of an intake fee for new offenders.
- Assists program participants and staff answering and posing questions regarding financial account balances, appointments, and class attendance.
- Manages class attendance balances for participants and researches attendance issues.
- Responsible for receiving cross-training and performing the duties of the Cashier for administrative functions including, but not limited to, inputting claims, payroll data and community service billing.
- Acts as backup cashier for other cashiers during their absence or unavailability. Fills in when cashiers are absent or unavailable.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- High school diploma or GED
- One year experience in cash handling functions, banking, or related field is preferred
- Knowledge of or the ability to learn job specific software programs such as Excel, Word, Outlook, and QuickBooks in order to apply monies to client financial accounts, view class information, schedule appointments, enter referral information, and lookup program participants
- Strong customer service skills to professionally accept participant payments and answer questions and concerns
- The agency subscribes to the National Institute of Corrections' Eight Principles of Effective Intervention (EBP), must be able to complete required Correctional EBP training programs and demonstrate competencies that focus on empirical recidivism risk reduction strategies
- Strong and detailed computer skills with the ability to use financial software and Microsoft Office

PERSONAL WORK RELATIONSHIPS:

The Cashier maintains frequent communication with other County employees, program participants, and members of the general public when assisting program participants and staff with questions on account balances, appointments, and classes.

WORKING CONDITIONS:

The Cashier works in an office setting with frequent contact with potentially dangerous, violent, and abusive program participants convicted of various misdemeanor and felony offenses. There is some standing and walking with very frequent sitting. Frequent attention to detail and typing are to be expected.

SUPERVISION:

None

LICENSING:

None

IMMEDIATE SUPERVISOR:

Senior Finance Manager

HOURS:

Hours Vary; 20 hours/week average. Evenings and weekends required

EEO CATEGORY:

1106

WORKERS'S COMP CODE:

7720

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____