

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	University Cashier	SALARY GRADE:	HU-13
DATE REVISED:	December 01, 2014	EEO CODE:	02
JOB CODE:	9184	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

Provides leadership and formulates internal policy and procedures.
Performs other job related duties as assigned.

CORE COMPETENCIES:

- Ability to accurately answer general customer inquiries and assist in resolving customer problems.
- Knowledge of security measures relative to dealing with monetary transactions.
- Competence in both oral and written English to communicate in a clear and concise manner.
- Ability to establish and maintain effective and harmonious work relations with faculty, staff, and students.
- Ability to operate standard office equipment which includes computer terminals.

MINIMUM REQUIREMENTS: Bachelor's Degree in Accounting or related field with 5-7 years of related experience. 12 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management