I. **Level Definition**

Positions at this level account for monies collected in other areas of the facility and independently perform cashiering functions and/or supervise one or two designated staff.

II. **Typical Duties**

1. Supervises one or two designated cashiers by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.

2. Accounts for monies collected from a variety of areas by collecting, balancing, reconciling, checking, verifying and recording cash, cheques and receipts.

3. Answers related inquiries and resolves problems and/or discrepancies as required.

4. Performs other related duties as assigned.

III. **Qualifications**

1. **Education, Training and Experience**

   Grade 12 and two years’ recent related experience or an equivalent combination of education, training and experience.

2. **Skills and Abilities**

   (i) Ability to keyboard at 45 w.p.m.
   (ii) Ability to communicate effectively both verbally and in writing.
   (iii) Ability to deal with others effectively.
   (iv) Physical ability to carry out the duties of the position.
   (v) Ability to supervise.
   (vi) Ability to organize work.
   (vii) Ability to operate related equipment.