STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER

POSITION ANNOUNCEMENT

Posting Date: October 30, 2014

Applications and résumés will be accepted until filled by the HR Manager, by email at marria.bratcher@treasurer.ok, by mail at 2300 N. Lincoln, Room 217, Oklahoma City, Oklahoma 73105 or by fax at (405) 521-4993. Download an application at www.ok.gov/treasurer.

Cashier

Tentative Examination Weights: Education and Experience

Monthly Salary Range: $1,994.25 - $2,924.91

Annual Salary Range: $23,931 - $35,099

Duties and Responsibilities: Functions as Teller, receiving and processing transactions accurately and timely; responsible for balancing checks cashed at the end of each business day; functions as custodian of warrants received for warrants requested from State agencies; maintains adequate cash and/or cash drawer limits; process and review all deposit bags received from agencies for Remote Deposit Capture (RDC) processing.

Minimum Requirements: Three (3) years of experience as a cashier or teller, including the handling/accounting of cash and other items, or an equivalent combination of education and experience, substituting completion of one (1) college course in bookkeeping or accounting for each six (6) months of the required experience; or an equivalent combination of education and experience, substituting one (1) month of high school or business school study in bookkeeping for each month of the required experience, with a maximum substitution of two (2) years of high school or business school study.

The Office of the State Treasurer is an Equal Opportunity Employer.
www.ok.gov/treasurer

CASHIER

BASIC PURPOSE:

Under the daily direction of the Treasury Services Manager and the supervision of the Director of Banking Services, this position is responsible for providing customers efficient and accurate transaction processing for check cashing. Examine checks for endorsements and verify other information such as dates, names, and identification of the persons receiving payments. Cash checks and pay out money after verifying that signatures are correct, written and numerical amounts agree, and when applicable, verify that accounts have sufficient funds.

This position will also be responsible for balancing currency, coin, and checks in cash drawers on a daily basis at the end of a business day. Will calculate daily transactions using computers, calculators, or adding machines and assist in reconciling errors or discrepancies on a daily basis. This position will also perform a variety of tasks related to the processing of cash and other items as well as complex bookkeeping tasks and related clerical work. Regular and reliable attendance is required in performance of job. Must maintain a current knowledge of all products and services offered by the Oklahoma State Treasurer's Office. Special Projects will be assigned on an as needed basis.

TYPICAL FUNCTIONS:

- Functions as Teller, receiving and processing Teller transactions accurately and timely. Follows OST's Check Cashing Policies and procedures when performing transactions.
- Verifies and balances cash drawer daily with minimal cash variances. Maintains adequate cash and/or cash drawer limits as required by OST's Check Cashing Policy & Procedures.
- Process and review all deposit bags received from agencies to ensure that the total tape agrees with the deposit ticket and all checks are signed and endorsed. Balances cash drawer, prepares deposit sheets and prepares deposit bags going to agencies.
- Prepare printed envelopes for all agency mail outs, sort all documents and mail to the appropriate agency. May be assigned responsibility for the preparation and maintenance of a variety of accounting records on a personal computer or otherwise, according to prescribed procedures or for performing specialized accounting tasks.
- Grants access to safe deposit boxes and verifies access authority against safe deposit contracts for each request. Authorize Safekeeping Agents from state agencies to store banking instruments such as Certificate of Deposits and Bonds in Safe Deposit Boxes. Input safe deposit information in computer system from state agencies for deposits and withdrawals.
- Performs moderately complex reconciliation operations involving a variety of documents and accounts which may require considerable knowledge of intricate account relationships to locate and identify causes of disagreement.
- Performs complex posting activities in conjunction with other operations and other related work as required and assigned.

LEVEL DESCRIPTORS:

One Level Code: 6427 Salary: $23,931 - $35,099

This job family consists of one level and incumbent employees are responsible for performing all functions related to the position to which assigned.

Knowledge, Skills and Abilities: required to perform these duties are: knowledge of bookkeeping principals and practices; of modern office methods and procedures; and of routine accounting procedures; Skill in use of personal computers, calculators, 10-key and accounting manuals; in counting cash accurately and in simple arithmetic; and in checking numbers accurately.

Education and Experience: Three (3) years of experience as a cashier, including the handling/accounting of cash and other items, or an equivalent combination of education and experience, substituting completion of one (1) college course in bookkeeping or accounting for each six (6) months of the required experience; or an equivalent combination of education and experience, substituting one (1) month of high school or business school study in bookkeeping for each month of the required experience, with a maximum substitution of two (2) years of high school or business school study.