



Job Code: 9792

Grade: ZZ

HCWR: N

Job Title
Cashier Registry

Department
Finance

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Secures, maintains, and reconciles cash funds and other related transactions. Prepares receipts for all cash, check, and money order transactions. Disperses funds for petty cash reimbursement. Acts as a custodian of patient valuables. This is a part-time registry position.

Typical Duties

- Secures, maintains, and performs daily reconciliation of cash funds and other related transactions
- Prepares receipts for all cash, check, and money order transactions
- Verifies cafeteria funds for bank deposit
- Disperses funds for petty cash reimbursement
- Acts as a custodian of patient valuables
- Performs other duties as assigned

Minimum Qualifications

- High School Diploma, GED, or higher
- Two (2) years of clerical and cashiering experience including working with receipts
- Must be able to work at CCH sites

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Ability to apply basic mathematic skills to office bookkeeping and perform calculations, such as figuring totals, percentages, and extensions. Demonstrated oral and written communication skills.
- Ability to communicate effectively and courteously with a variety of individuals and groups.
- Ability to understand and carry out instructions, written and verbal, and accurately relate such instructions.
- Good attention to detail, ability to proof, verify and edit complex data.
- Ability to follow-up in a thorough and timely manner relative to unresolved business. Ability to understand and carry out instructions, written and verbal, and accurately relate such instructions in full or part to others.
- Ability to coordinate several tasks and perform well under pressure, plan and conduct multiple assignments within specified time frame/deadlines.



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.