

I. Position

Cashier (4.5)

II. Related Titles

Receptionist

III. Essential Functions

Maintain transaction supplies (including cash) and collect charges or cash for transactions.

IV. Additional Responsibilities

1. Prepares daily cash balance sheet
2. Maintains and replenishes operating cash funds
3. Balances operating cash fund
4. Batches charges
5. Controls disbursement and collection of charge tickets and guest checks
6. Reconciles operating funds using double-entry bookkeeping method
7. Accounts for overages and shortages
8. In some clubs, cashiers also:
 - post cash sales and charge sales to daily income reports
 - assist Accounts Receivable Clerk
 - perform accounts receivable responsibilities

V. Reports to

Controller

VI. Supervises

No supervisory duties are included in this position