

H/R Comp. _1/05/2017_
Mgmt Apprv _1/05/2017_
Date Adopted _1/05/2017_

NORTHCENTRAL MISSISSIPPI ELECTRIC POWER ASSOCIATION JOB DESCRIPTION **Cashier**

- I. Introduction:** The purpose of this position is to provide prompt, accurate, efficient and courteous service to members, the general public and employees.
- II. Supervisor:** Consumer Accounting Supervisor
- III. Knowledge/Education Requirements:**
- A. High School Diploma or G.E.D. Certificate.
 - B. Must have knowledge of the programs and services offered by the Cooperative.
 - C. Must be able to handle money and make change.
 - D. Must have knowledge and skill using office equipment (calculator, personal computer, copy machine, fax machine etc.)
 - E. Must have good communication skills and must be able to handle the public in a courteous and effective manner in person and by phone.
- IV. Duties & Responsibilities:**
- A. Essential Functions:
 - 1. Receive and accurately post all types of member payments from various sources (over the counter, drive through, night drop, daily mail, etc.) through the cash register, batch and/or remittance system.
 - 2. Provide information regarding billing inquiries and directs customers to the appropriate department.
 - 3. Report required information to service department regarding payments on delinquent accounts.
 - 4. Balance cash drawer, prepare bank deposits and post information to Customer Information System.
 - 5. Scan documents into Customer Information System as required.
 - 6. Assist other departments in preparing letters, mailing, etc.
 - 7. Open and sort daily mail as required by supervisor.
 - B. Non-Essential Functions:
 - 1. Perform other duties as required.
- V. Physical Demands:**
While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel, talk and hear. The employee is frequently required to reach with hands and arms, stand, walk, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be physically able to operate drive through window.