



## Charter School Cashier

Class Code:  
CHS1100030

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: September 9, 2008  
Revision Date: May 20, 2020

### **SALARY RANGE**

\$15.63 - \$24.44 Hourly  
\$32,510.40 - \$50,835.20 Annually

### **GENERAL STATEMENT OF JOB:**

Under general supervision of the Superintendent or his/her designee, performs professional work in the collection, handling, receipt, processing, and temporary custody of cash and cash items received over the counter, electronically, and through the mail and drop box. Assists in general office and clerical work for section. Employees in this class are responsible for balancing cash drawers daily. Work is subject to automatic and periodic verification through system controls, post-audits and supervisory review for accuracy and conformity with established policies and procedures.

**Individual(s) assigned to this classification must report to work per their assigned schedule.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Ensure all cash, check or credit/debit card payments are processed accurately and in a timely manner.
- Maintains responsibility for ensuring customer service is a high priority and that customers are treated courteously.
- Protects the assets of the Cape Coral Charter School Authority through sound loss prevention practices, identifying and detection of counterfeit bills, and securing all deposits and cash drawers in locked vault when not in use or at the end of each day.
- Opens, sorts, and prepares mail for payment postings. Records all totals from credit card, checks and currency received from all sites in the Daily Account Balance report for Charter School Bookkeeper to review and reconcile.
- Prepares and maintains proper records in accordance with accepted accounting practices and established department procedures.
- Performs daily reconciliation of all cash, checks, and credit card payments received. Dual control and verification by Charter School Bookkeeper is required to ensure total accuracy before releasing deposits to the Bank. Counts beginning cash drawer to ensure accuracy and accountability.
- Analyzes multiple accounts for payment accuracy. Analyzes customers' accounts for misapplied payments. Logs and mails checks returned unprocessed to customers (endorsement missing, sent in error, not payable to Cape Coral Charter School Authority, amount missing, etc.).

- Assists other departments and/or customers with locating, researching, and/or providing receipts of payment.
- Assists in general office and clerical work in Cashier's Office.
- In the event of an electronic system failure, uses and maintains manual receipts. When system returns to working order, all manual receipts are then processed, and any credit card numbers provided are destroyed.
- Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma/GED and additional six (6) months of advanced study or technical training in Excel.
- Two (2) years of experience in cash handling, banking, or accounting.
- Associate degree from an accredited college or university in Accounting, Business Administration, or a related field preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Oral and written communication skills.
- Ability to deal courteously with students and to maintain effective working relationships with fellow employees.
- Ability to work with diverse groups of people.

#### **ADDITIONAL MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Modern office support functions.
- Report and record maintenance principles and techniques.
- Business English, grammar, punctuation, and spelling; the application of such to a variety of formats and styles and editing principles and techniques.
- Modern office equipment with various computer programs and applications, to include Microsoft Office (with emphasis in Word and Excel) and cash handling equipment.
- Principles and operational methods of cash handling and accounts receivable.
- Accounting principles and business mathematics.

##### **Skill in:**

- Written, verbal, electronic, and visual communications for effective expression and clarity.
- The operation of various computer or other electronic devices.
- Planning and organizing, prioritization, attention to detail and time management.
- Customer service.
- Basic accounting principles and practice.

##### **Ability to:**

- Learn Government accounting principles, and City/Department-specific regulations and applications as required to complete tasks and assignments.

- Assemble, organize, and present, in written and oral form, statistical, financial, or factual information derived from a variety of resources.
- Relate and respond to people beyond giving and receiving instructions, to include applying consistent courtesy and tact in considerable public contact and/or confrontational situations.
- Establish and maintain effective working relationships with supervisor, support staff, staff from other departments and other local, state, and federal government agencies.
- Adapt to performing under frequent deadlines, re-prioritization of tasks and assignments, and in response to emergencies.
- Apply sound judgement and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Read and interpret various materials, ranging from moderate to complex terminology, associated with job functions.
- Add, subtract, multiply and divide; calculate decimals and percentages. Requires a high degree of accuracy.
- Analyze and interpret problems and draw conclusions.
- Organize and review work for efficient results and accuracy.

#### **EXERTION TYPE:**

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Tasks may require prolonged periods of visual concentration and require moderate levels of eye/hand/foot coordination.

#### **OTHER PHYSICAL REQUIREMENTS:**

The following selected physical activities are required to perform the essential functions of this position.

<b>The physical requirements of this position.</b>		
<b>Physical Requirement</b>	<b>Description</b>	<b>Percent of Time</b>
<b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.	80%
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.	90%

<b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<b>Pulling</b>	Using upper extremities to exert force to draw, haul or tug objects in a sustained motion.	10%
<b>Pushing</b>	Using upper extremities to press against something with steady force to thrust forward, downward, or outward.	10%
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	10%
<b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	90%
<b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<b>Sitting</b>	Particularly for sustained periods of time.	90%
<b>Standing</b>	Particularly for sustained periods of time.	10%
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	10%
<b>Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.</b>		



# Charter School Cashier

Class Code:  
CHS110003

Bargaining Unit: NON-BARGAINING  
EMPLOYEE

CITY OF CAPE CORAL  
Established Date: May 14, 2020  
Revision Date: May 20, 2019

## SALARY RANGE

\$15.63 - \$24.44 Hourly  
\$32,510.40 - \$50,835.20 Annually

### GENERAL STATEMENT OF JOB:

Under general supervision of the Superintendent or her designee, performs professional work in the collection, handling, receipt, processing, and temporary custody of cash and cash items received over the counter, electronically, and through the mail and drop box. Assists in general office and clerical work for section. Employees in this class are responsible for balancing cash drawers on a daily basis. Work is subject to automatic and periodic verification through system controls, post-audits and supervisory review for accuracy and conformity with established policies and procedures.

**Individual(s) assigned to this classification must report to work per their assigned schedule.**

### SPECIFIC DUTIES AND RESPONSIBILITIES:

- Ensures all cash, check or credit/debit card payments are processed accurately and in a timely manner.
- Maintains responsibility for ensuring customer service is a high priority and that customers are treated courteously.
- Protects the assets of the Cape Coral Charter School Authority through sound loss prevention practices, identifying and detection of counterfeit bills, and securing all deposits and cash drawers in locked vault when not in use or at the end of each day.
- Opens, sorts and prepares mail for payment postings. Records all totals from credit card, checks and currency received from all sites in the Daily Account Balance report for Charter School Bookkeeper to review and reconcile.
- Prepares and maintains proper records in accordance with accepted accounting practices and established department procedures.
- Performs daily reconciliation of all cash, checks and credit card payments received. Dual control and verification by Charter School Bookkeeper is required to ensure total accuracy before releasing deposits to the Bank. Counts beginning cash drawer to ensure accuracy and accountability.

- Analyzes multiple accounts for payment accuracy. Analyzes customers' accounts for misapplied payments. Logs and mails checks returned unprocessed to customers (endorsement missing, sent in error, not payable to Cape Coral Charter School Authority, amount missing, etc.).
- Assists other departments and/or customers with locating, researching and/or providing receipts of payment.
- Assists in general office and clerical work in Cashier's Office.
- In the event of an electronic system failure, uses and maintains manual receipts. When system returns to working order, all manual receipts are then processed, and any credit card numbers provided are destroyed.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience**

- High school diploma/GED and additional six months of advanced study or technical training in Excel.
- Two (2) years of experience in cash handling, banking or accounting

### **Licenses or Certifications**

- None.

### **OTHER JOB REQUIREMENTS**

- None.

### **PREFERRED QUALIFICATIONS**

- Associate's degree from an accredited college or university in Accounting, Business Administration or a related field.

## **ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Modern office support functions.
- Report and record maintenance principles and techniques.
- Business English, grammar, punctuation and spelling; the application of such to a variety of formats and styles and editing principles and techniques.
- Modern office equipment and various computer programs and applications, to include Microsoft Office (with emphasis on Word and Excel) and cash handling equipment.
- Principles and operational methods of cash handling and accounts receivable.
- Accounting principles and business mathematics.

### **Skill in:**

- Written, verbal, electronic, and visual communications for effective expression and clarity.

- The operation of various computer or other electronic devices.
- Planning, organization, prioritization, attention to detail and time management.
- Customer service.
- Basic accounting principles and practice.

#### **Ability to:**

- Learn Government accounting principles, and City/Department-specific regulations and applications as required to complete tasks and assignments.
- Assemble, organize and present, in written and oral form, statistical, financial or factual information derived from a variety of sources.
- Relate and respond to people beyond giving and receiving instructions, to include applying consistent courtesy and tact in considerable public contact and/or confrontational situations.
- Establish and maintain effective working relationships with supervisor, support staff, staff from other departments and other local, state and federal government agencies.
- Adapt to performing under frequent deadlines, re-prioritization of tasks and assignments, and in response to emergencies.
- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Read and interpret various materials, ranging from moderate to complex terminology, associated with job functions.
- Add, subtract, multiply and divide; calculate decimals and percentages. Requires a high degree of accuracy.
- Analyze and interpret problems and draw conclusions.
- Organize and review work for efficient results and accuracy.

#### **MINIMUM STANDARDS REQUIRED:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Tasks are performed in a common office environment.

#### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Tasks may require prolonged periods of visual concentration and require moderate levels of eye/hand/foot coordination.

Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.



# The School District of Lee County

## Job Description

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**JOB TITLE:** Receptionist

**FLSA STATUS:** Non-exempt  
**SALARY SCHEDULE:** Support  
**BARGAINING UNIT:** SPALC  
**WORKER'S COMP CATEGORY:** 9101 - All Other

**PAY GRADE:** Market Rate  
**JOB CODE:** 504380  
**DAYS PER YEAR:** 255

**MAJOR FUNCTION:**

Provide routing and directions to telephone and walk-in customers of the District.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- One (1) year of experience in handling a high volume of communications in a short amount of time preferred.

Such alternatives to the above qualifications as the Board may find acceptable.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to follow oral and written instructions.
- Oral and written communication skills.
- Ability to work with diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

**REPORTS TO:** Designated Supervisor or Designated Administrator

**ESSENTIAL JOB FUNCTIONS:**

- Route telephone calls as needed to appropriate departments or employees.
- Maintain a comprehensive calendar of building meeting locations and times.
- Direct employees and members of the community to offices and meetings.
- Electronically route call slips and messages to staff when appropriate.
- Maintain a database of all telephone extensions, office personnel, and department locations.
- Maintain a computerized database of all visitors.
- Ensure the visitor badge process is followed for security purposes.
- Assist with clerical tasks as needed.
- Adhere to good safety procedures.

**OTHER JOB FUNCTIONS:**

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.





# The School District of Lee County

## Job Description

- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

### EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

### OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	90%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it	10%



# The School District of Lee County

## Job Description

	occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	10%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	90%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	90%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	10%

### TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and SPALC bargaining unit through the collective bargaining process.

**JDE NUMBER:** R-1.01

**BOARD ADOPTION:** 6-29-78

**REVISIONS:** 7-17-84, 7-15-97, 3-4-03, 11-7-18

**REVIEWED:** 7-1-05

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.