



**75th Force Support Squadron  
Hill AFB, Utah**

***NAF Open-Continuous Listing***

**POSITION:**

**Position / Grade: Cashier / NF-0530-01**

**Location: Club Hill**

**Category: Flexible**

**DUTIES AND RESPONSIBILITIES:**

Performs receiving and disbursing cashier duties. Ensures that proper identification is presented before disbursement is made. Collects cash receipts, cash register tapes, checks, credit card receipts, club tokens, coupons, and other supporting documentation. Prepares and issues change from funds as required. Prepares bank deposits and ensures daily deposit in a timely manner. Ensures all monies are accounted for by balancing with the posting of funds placed in the activity's safe before actual bank deposit. Prepares cash reports and notifies supervisor of any suspected irregularities. Cashes checks and accepts payment for dues and charges to accounts. Ensures the proper accounting for charge cards, sales slips, and guest checks and ensures they are included within the daily cashier's report. Accepts and processes new member applications. Performs other related duties as assigned.

**QUALIFICATIONS:**

Must have experience in responsible clerical or office work which includes demonstrated ability to perform common arithmetic problems, and to make change when receiving payments from customers. Must also have experience in the receipt, disbursement, examination, deposit or other processing of cash items when this includes (1) direct handling of cash items, and (2) use of cash accountability control methods. Must have ability to communicate both orally and in writing. Must possess skill in dealing with the public. Successful completion of a security background check is required.