

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 20100	FLSA	<input checked="" type="checkbox"/>	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSR - Resources Los Angeles AFB, CA
			EXEMPT	
3. POSITION TITLE ACCOUNTING CLERK Duty Title: CENTRAL CASHIER		4. CLASSIFICATION NF-0525-02		5. CLASSIFIED BY ELENA G. FLORES FSS/FSMH
				6. DATE 20110809

DUTIES AND RESPONSIBILITIES

Performs receiving and disbursing cashier duties at both El Segundo and Fort MacArthur campuses. Ensures 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 is made. Prepares & issues change from funds as required. Prepares bank deposits & ensures deposit in a timely manner. Ensures all monies are accounted for by balancing with the posting of funds placed in the activities safe before actual bank deposit. Prepares cash reports & notifies supervisor of any suspected irregularities. Cashes checks and accepts payment for dues & 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. Performs a full range of basic accounting duties thru using the NAF automated accounting system using double entry accrual accounting methods. Assists customers in classifying and verifying a wide variety of accounting documents in order to assure their mathematical correctness and completeness of the information; prepares control sheets; with appropriate accounting codes. Assists customers with issues/questions on preparing monthly balances, reconciling accounts & transcribing to general ledger for closeout of all accounts. Uses knowledge of the accounting system to assist customers on the flow of individual funds and specific monies from initiation through expenditure stages in order to trace discrepancies in posting documents. Typical work of position includes: preparing, controlling, and reviewing documents and reports; verifying or abstracting information contained in documents and reports; maintaining official files and ensuring their proper disposition; performing other similar duties in support of Resource Management personnel, programs, and operations. Reviews the status of private organizations & fundraising events and assists in organizations in resolving problems. May be asked to perform a variety of general office duties such as receiving telephone calls and visitors, routing and filing correspondence, and maintaining files as well as basic cashier duties requiring the use of a cash register on an as needed basis. Performs other related duties as assigned.

QUALIFICATIONS

Must have experience in responsible basic accounting clerical or office work which included demonstrating the ability to perform common arithmetic problems & making change when receiving payment 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 experience in work which provided thorough knowledge of fund accounting methods, procedures, and techniques used in maintaining and analyzing all classes of accounts in accounting system encompassing a number of diversified activities. One year experience in customer service. Good communication skills are desired. Must possess experience in dealing with the public/ Computer word processing and spreadsheet program experience is highly desired. Must be able to satisfactorily complete a National Agency Check with Inquiries (NACI). Must have a valid driver's license.

PERFORMANCE STANDARDS

Must be able to appropriately perform the duties and responsibilities listed above. Work is reviewed in terms of accuracy, quality, quantity, timeliness, responsiveness, and usefulness of data presented. Provides and presents well-prepared information in a clear, concise, and professional manner. Must be courteous and exercise tact in dealing with management, other employees & the public. Ensures cashier's cage is maintained in a safe and presentable manner at all times. Must show willingness and ability to learn on the job. No more than two discrepancies in financial reporting responsibilities per quarter. Must adhere to all fire, safety, and security standards.

TRAINING

All formal and informal training as deemed necessary by the supervisor. May include classroom, textbook, video, online, and/or on-the-job training. Work/training may occasionally require travel away from the normal duty station for weeks at a time.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR  61 FSS/FSR Supervisory Accounting Technician	DATE 27 Mar 17
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