

**JOB DESCRIPTION**

<b>Job Title</b>	Cash Office Clerk	<b>Department</b>	Front End
<b>FLSA Status</b>	Non-Exempt	<b>Reports To</b>	Front End Lead
	<input type="checkbox"/> Fulltime <input checked="" type="checkbox"/> Part-time	<b>Hours</b>	20-29
<b>Date Created</b>		<b>Approved</b>	

**Hourly Rate \$13 - \$15**

**Primary Functions:** The Cash Office Clerk is responsible reconciling cash drawers accurately and ensuring the safe handling of all monies.

**Essential Functions**

- Ensures compliance with company policies and procedures with respect to department operations, quality, to ensure compliance state, federal and OSHA safety and sanitation regulations.
- Provides and maintains friendly, professional customer service to all individuals.
- Reconciliation of Cash Receipts.
- Counting the safe.
- Prepares Store Deposit and handles all banking needs related to Front Desk.
- Performance of audits.
- Accurately and efficiently completing all daily paperwork while adhering to company policies and procedures.
- Available to work varied days and hours as work schedule requires, including evenings and weekends.
- Any other duties as assigned.

**Competencies**

The Cash Office Clerk must be trustworthy and have a good attitude and be friendly, self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have good interpersonal and communication skills, and interface well with management, and co-workers and customers.

**Education and Experience**

High School Diploma or equivalent  
 1+ years' experience as retail cash office clerk  
 Microsoft Office proficient

**Physical Requirements**

Ability to be work in fluctuating temperature environments  
 Ability to be in a stationary position and/or move about for various intervals  
 Ability to utilize the phone (requiring auditory and verbal senses)  
 Ability to utilize register, scales and systems for various intervals (requiring finger dexterity/visual acuity)  
 Ability to reach, bend, balance, and lift merchandise  
 Ability to lift 5-15 lbs. up to 40 lbs. occasionally.  
 Ability to travel independently (via plane/car)  
 Regular and predictable attendance

**Disclaimer**

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.*