

Cashier Clerk

Job Summary

Under direct supervision, the Cashier / Clerk provides customer service, such as receiving payments on customer accounts, opening new accounts and addressing all other customer inquiries. Balance Cash drawer on a daily basis. Process night deposit payments and perform miscellaneous duties such as filing, answering phones, and maintaining supplies. All other duties as assigned.

Job Requirements

1. High School Diploma / GED.
2. Ability to work with large amounts of cash.
3. Good math skills.
4. 10-Key Calculator Proficient.
5. Good Communication Skills (reading, writing, and speaking).
6. Great Customer Service.
7. Problem Solving/Analysis.
8. Detail oriented.

Preferred

6 months of relevant work experience as a cashier
Bilingual (English/Spanish) preferred