



Ho-Chunk Nation

Job Description



TITLE: Cashier - Health		JOB CODE: CASH	
GOVERNMENT – EMPLOYEE		EEO: 6	PAY GRADE: 7
NON-EXEMPT	NO FLEX	FUNDING SOURCE: IHS/NPD	NATIVE AMERICAN PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Responsible for the daily activities within the Health Department including but not limited to cash transactions, reconciling bank forms, proper documentation and following appropriate procedures which ultimately enhances every interaction for our patients and employees.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Set up and verify dollar amounts for bank till daily.
2. Properly endorse and maintain receipts for cash received and cash disbursed from the bank as authorized daily.
3. Prepare daily income and reconcile receipts by division daily.
4. Record daily inventory at close of day for cash and checks daily.
5. Maintain and submit a record of daily overages/shortages to supervisor monthly.
6. Responsible for all cash and checks on hand until the deposit is submitted to Accounts Receivable daily.
7. Safeguard bank information as well as conform to confidentiality daily.
8. Perform other duties and responsibilities as assigned by supervisor.

JOB RESPONSIBILITY

Job Reports to	Health Finance Director
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers
Freedom to Act	Subject to general input from supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. High School diploma or GED.

ESSENTIAL:

1. No convictions for any felony or misdemeanor involving dishonesty.
2. Valid driver's license, dependable transportation and proper insurance is preferred.
3. Must live and promote a healthy, non-abusive lifestyle.



KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Demonstrate competence in the use of mathematical skills.
2. Ability to operate calculators with accuracy.
3. Accurately record and prepare deposits.
4. Possess strong verbal and written communication skills.
5. Possess interest in health and/or health professions.
6. Ability to maintain confidentiality and follow directions and procedures.
7. Willingness to maintain professional appearance.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The Health Finance Director ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work

WORKING CONDITIONS

1. Ability to sit at a computer workstation for long periods of time (greater than 80% of the time) with intermittent standing and walking throughout an 8 hour shift.
2. Possess the necessary hand dexterity for typing and writing for long periods of time.
3. Ability to view computer screens for long periods of time.
4. Maintain a clean and healthy work environment.
5. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and other electrical office equipment.
6. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.
7. Travel may be required for job related trainings