

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:	CRCS - 003
Job Title:	Cashier
Location:	Divisional Offices
Department:	Customer Services
Reports to:	Revenue Officer
Purpose:	To collect and account for all monies paid for the provision of services and to provide for the operation of the petty cash system.

MAIN DUTIES AND RESPONSIBILITIES:

- To receive cash/cheques from customers, issue official receipts and input payment information into the computer system.
- To balance cash/cheques collected with official receipts issued and prepare daily cash summary for submission to the Revenue Officer/Revenue Manager
- To prepare deposit slips for depositing revenue collections into the bank and to ensure that amounts are verified and deposit slips signed by the authorized officer.
- To assist with the banking of revenue collections and the uplifting of night deposit bags.
- To post payments to customers' accounts to ensure the accuracy of amounts posted and the completeness of customer's records.
- To make payments from imprest fund (petty cash) upon the presentation of authorized petty cash advance and petty cash vouchers.
- To submit weekly reports to the Revenue Officer/Revenue Manager on all advances not cleared by the due date.

- To make arrangements for the replenishments of the imprest fund in keeping with the stated policy.
- To direct customers requiring further help or information to the relevant person/section
- To perform other related duties, which are consistent with the level and purpose of the post.

QUALIFICATIONS

Five (5) subjects at CXC or GCE “O” levels including English language and Maths.

OR

A Diploma in Commerce from GTI/NATI

Working experience will be an asset.

Competencies

Must be able to add and subtract

Must have the ability to read and write

Must be able to communicate cohesively

Must be able to relate to people