

## **Cashier (Stroud) #2031-32**

This position is located in the Finance Department at Sac & Fox Nation's Administration Building. The Cashier is responsible for collecting, recording, and depositing all monies received along with reconciling the petty cash drawer. Duties include receiving payments for invoices, preparing deposit slips daily, preparing cash receipts, and distribution of staff paychecks. Other responsibilities include accurate data entry to include the inputting of checks, statements, reports and other records. Other duties and special projects as assigned. Applicant must be knowledgeable in basic accounting principles with knowledge and experience working with an automated records system. Must be able to work independently with general supervision. Excellent communication skills required. Must have HS Diploma/GED and a minimum of 2-3 years related work experience in an accounting setting.