

Job Title: **CASHIER**

Basic Function: Responsible for the control and safekeeping of Health Care operating funds, accountable forms and other documents.

Reports to: Functionally and Administratively – Manager

Supervises: District and Hospital Cashiers (Deputized) and Collectors

Minimum Qualifications: College graduate and computer literate

Specific Responsibilities:

- Ensures that client's problems/complaints/requests are immediately attended, addressed and resolved to the client's satisfaction without sacrificing internal controls.
- Oversees and monitors the cash operations and window services of the program.
- Safe keeps and controls program's operating cash, cash items and all other accountable forms and supplies.
- Monitors end-of-day balancing procedures and activities of personnel under his supervision to ensure adherence to health care established policies, procedures and control.
- Ensures the proper and efficient maintenance and safe keeping of documents/records in his department for easy retrieval when needed.
- Establishes collection goals and objectives and institutes measures and strategies to ensure fund generation and proper fund management.
- Assists the Health Care Manager in harnessing the resources of funds to provide clients efficient services.
- Performs other duties as may be assigned from time to time by the Health Care Manager.
- Make daily deposit on collections received.
- Monitor and reconcile collection made by field collectors.
- Conduct periodic audit/inventory on accountable forms to collector, including cash accountabilities.