**CASHIER**

A cashier to manages all transactions with customers accurately and efficiently. Cashier responsibilities include receiving payments, issuing receipts and keeping track of all cash and credit transactions. The role holder should have previous experience and good knowledge of how cash registers operate.

Responsibilities

* Use the cash register to manage transactions
* Collect payments in cash or credit
* Issue receipts, refunds, change in a timely manner
* Resolve cash-related customer complaints, guide them and provide relevant information
* Track transactions on balance sheets and report any discrepancies
* Arrange for daily banking of money collected on behalf of organization
* Maintain accurate and complete cash book and petty cash records
* Facilitate prompt payment of invoices
* Safe Keeping and accountability of security documents: i.e. payment receipt vouchers and receipts

Skills and qualifications

* Diploma in relevant field / Relevant technical training certificate
* Experience in similar role
* Good interpersonal skills
* Planning and organization skills