



## UNDERCAR PLUS

## JOB DESCRIPTION

**Title:**  
**Department**

**Cashier**  
**Finance**

### Summary

We are seeking a cashier to be responsible for taking payments from customers; greeting customers as they arrive, accept cash and credit card payments. At the end of each shift, tally funds and make sure that everything is in order and filed. Be tactful with difficult customers.

### Responsibilities

- Greet customers
- Respond to customers' complaints and resolve their issues
- Take payment in exchange of items sold
- Enter transactions in the cash register and provide customers with the total bill
- Sort and count currency and coins
- Issue receipts and change to customers
- Count money at the end and beginning of each shift
- Process credit card and check payments
- Ensure management of daily cash accounts
- Keep track of and file invoices and credits
- Maintain periodic sales reports and spreadsheets
- Resolve customer complaints in a proactive manner
- Open and close tills
- Keep the work area organize and clean

### Requirements

- High School diploma or GED
- 2 year's experience
- Filing skills