



I. JOB DESCRIPTION			
I.1	Identification Facts		
Area	<i>Functional</i>	<i>KidZania Ministry</i>	
	Facility's Administration	Treasury	
Contribution Level	Sr. Zupervisor		
Organizational Level	3		
KidZania Government Level	Metropolitan		
KidZania's Key Position	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
Position Location	<input type="checkbox"/> State Offices		<input checked="" type="checkbox"/> Facility
Contract Type	<input checked="" type="checkbox"/> In House	<input type="checkbox"/> Shared Services	<input type="checkbox"/> Outsourced

I.2	Scope
Position Summary	The Cash Treasury Sr. Zupervisor provides support to the Facility's Administration (Treasury) operation regarding cash handling through partial collection reports, fund preparation and delivery and updated cash flow status.
Responsibilities	<ul style="list-style-type: none"> • Perform entry voucher verification against the point of sale tally • Conduct presales, groups and families cash counter tally • Elaborate partial and final cash tally of point of sales department • Perform cash flows closure per shift and generate report • Perform cash recollection per shift (visitor flow dependent) • Perform selective inventory check-ups • Perform cash and inventory closure per shift

I.2	Scope
Key Project Deliverables	<ul style="list-style-type: none"> • Tally reports • Cash flow reports • Cash and inventory closure report
Key Performance Indicators	<ul style="list-style-type: none"> • Response Time • Budget Variance

I.3	Key Relationships	
Reports to	Treasury Jr. Coordinator	
Direct Reports	None	
Indirect Reports	None	
Internal Interactions	Area	Purpose
	Establishments	Cash and kidZos flow report correlation
	Entry and Exit Counters	Entry and check tally voucher correlation
	Food and Beverages	Cash and kidZos flow report correlation
	Merchandising	Cash and kidZos flow report correlation
	All Facility Departments	Emergency funding from local cash deposit
External Interactions	Area	Purpose
	Visitors	Provide support or assistance when prompted
Organizational Chart	<pre> graph TD A["L4 PT Treasury Jr. Coordinator 4 2"] --- B["L3 PT Cash Treasury Sr. Zupervisor 2 2"] </pre>	



II. JOB PROFILE	
II.1	Qualifications
Educational Background	Accounting, Finance, Business Administration
Educational Degree	High-School Diploma or Higher
Work Experience	6 months in accounting areas
Position's Specific Knowledge	<ul style="list-style-type: none"> • Accounting basics • Cash handling management
Languages	Basic Level of English
II.2	Competencies
KidZania's	Quality Focus, Driving Results, Creativity and Innovation
By Government Level	Service Focus, Active Listening
By Functional Area	Planning and Priority Setting, Analytical Thinking, Continuous Learning
II.3	Requirements
Travel	None
Working	Availability to work on weekends and extended shifts
Physical	None