

STANDARD TASK ANALYSIS FORM

6/2/2011

Duty/Task:								
C:7 Prepare bank deposit								
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)
1 Ensure all CSA recordkeeping regarding deposit is complete	1 Ensured all recordkeeping forms were complete for all transactions that will be part of the deposit, e.g. customer name, check number, invoice status and number, date, amount,	1 CSA records, pen, paper, computer	1 Basic math skills, basic computer skills, recordkeeping requirements	1 N/A	1 Detail-oriented, honest, accurate	1 How much money is in the office? Should I make a deposit? Do I have all the CSA records current?	1 It is time to make a deposit; status of the CSA records	1 Inability to reconcile with deposit; dissatisfied customers, loss of revenue
2 Obtain a deposit slip	2 Obtained a deposit slip(s) suitable for the size of the deposit; the slip is for the correct account	2 Deposit slip, pen	2 Organizational skills	2 N/A	2 Detail-oriented, honest, accurate	2 Where can I get a deposit slip?	2 Location of the deposit tickets	2 Deposit into incorrect account, loss of revenue
3 Gather cash and checks to be deposited	3 Gathered all cash and checks to be deposited; kept cash and checks in secure location until ready to make deposit	3 Office supplies, safe	3 Organizational skills	3 N/A	3 Detail-oriented, honest, accurate	3 Where are the cash and checks to be deposited? Are they in secure location? Do I need a key or combination to get them?	3 Location of check and cash	3 Can't make a deposit, loss of revenue, poor accounting and inaccurate records
4 Total the cash and check amounts	4 Counted and totaled all bills and coins correctly, totaled all checks correctly, recorded totals in CSA records	4 Calculator, computer, office supplies	4 Basic math skills, basic computer skills, recordkeeping requirements	4 N/A	4 Detail-oriented, honest, accurate	4 What is the best method for counting bills and coins? What is good cash handling procedure? Have the totals been recorded in CSA records?	4 All cash and checks gathered	4 Deposit incorrect; waste of time, loss of revenue
5 Endorse the checks	5 Endorsed all checks according to banking standards	5 Pen or account signature stamp	5 Writing skills	5 N/A	5 Detail-oriented, honest, accurate	5 Are the checks properly endorsed? What are the banking standards for endorsement?	5 Correct endorsement for bank requirements	5 Need to return to bank to endorse checks, waste of time and money, delayed deposit
6 Complete the deposit ticket	6 Completed the ticket completely, accurately and legibly	6 Deposit ticket, pen	6 Basic math skills, basic computer skills, recordkeeping requirements	6 N/A	6 Detail-oriented, honest, accurate	6 Is the deposit ticket complete?	6 Deposit amount has been calculated	6 Can't make a deposit, loss of revenue, poor accounting and inaccurate records
7 Reconcile deposit slip to CSA records	7 Reconciled line of the deposit slip with the associated line in the CSA records	7 CSA records, pen, paper, computer, deposit ticket	7 Basic math skills, basic computer skills, recordkeeping requirements	7 N/A	7 Detail-oriented, honest, accurate	7 Am I sure the deposit reflects the CSA records? How do I verify or reconcile?	7 Deposit ticket is completed	7 Poor accounting and inaccurate records
8 Make the deposit	8 Made deposit in a timely manner	8 Bank, transportation, bank bag	8 Communication skills	8 General safety and security cautions when handling money	8 Timely, detail-oriented, honest, accurate	8 When should I make the deposit? Do I have any security concerns as I make the deposit?	8 Deposit ticket is completed and reconciled with CSA records	8 Loss of revenue, customer complaints
9 Record the deposit	9 Recorded deposit in checkbook and any other CSA electronic or hard copy forms	9 Computer and related software, CSA records, pen	9 Basic math skills, basic computer skills, recordkeeping requirements	9 N/A	9 Timely, detail-oriented, honest, accurate	9 Has the deposit been accurately recorded in all CSA-related records and files? What should I do with deposit slip copy?	9 Deposit has been made	9 Poor accounting and inaccurate records
Analyst: Mike Loyd			Specific Relevant References:					
Expert Workers:								
Christie Welch								