



## Cashier

**Department:** Business Office

**FLSA Status:** Non-Exempt

**Grade/Level:** N/A

**Work Schedule:** M-F; 8:30 a.m. to 5:00 p.m.; 12 months; Evenings and weekends as required.

**Job Status:** 1.0 FTE

**Reports To:** Accounts Receivable Manager

**Amount of Travel Required:** None

**Positions Supervised:** None

### **POSITION SUMMARY:**

Works under general supervision, performing general clerical/administrative duties to include recording and depositing all monies and payment transactions, maintaining petty cash funds and cash drawers, processing paperwork/returned checks, data entry, generating reports, and providing assistance/information to customers.

### **ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

#### **Reasonable Accommodations Statement**

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

**Essential Functions Statement(s)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Greets visitors or callers, provides information or directs/routes to appropriate personnel; cashes checks.
- Maintains and balances cash drawers daily.
- Makes daily bank deposits. Processes returned checks.
- Maintains petty cash fund for the college.
- Records cash receipts. Posts payments appropriately and generates associated reports.
- Updates, generates reports, and processes internal and external loan database aspects to include holds, paid-in-full letters, and bad address reports.

**Other Job Function Statement(s)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

- Monitors activity of consumer dispute platform.
- Generates loan disbursement notices.
- Participates in various projects, alone and in conjunction with student employee team.
- Other duties as assigned.

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

**Minimum Education/Experience:** High School diploma or equivalent with one year job-related experience.

**Desired Education/Experience:** Associate's Degree in business from an accredited institution. Experience working in a higher education or banking environment.

**LICENSE or CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

**SKILLS** (The *application of knowledge* by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook) or appropriate alternative software to the extent required to effectively perform the essential functions;
- effectively utilize 10 key, Copier, Fax, Printers;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

**ABILITIES** (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must have the ability to:

- maintain regular and consistent attendance and arrive on time;
- solve problems, organize work or assigned projects, follow instructions;
- complete tasks accurately and thoroughly on or before deadline(s);
- establish and maintain a good rapport and working relationship with all employees, students, and third parties to include: working willingly and effectively, listening by giving full attention to what others are saying, understanding and asking questions appropriately, solving complaints, and acting/dressing professionally;
- model high standards of honesty, integrity, trust, confidentiality and ethical behavior.

**PHYSICAL REQUIREMENTS:** The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:** Typical office environment. May occasionally work in other settings.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_