

POSITION DESCRIPTION

Position Title: Cashier/Bookkeeper	Number: 0027.FO	FTE: 1.0
Classification: Classified, non-exempt	Report To: Controller	Date: 07/26

General Description and Purpose

Responsible for collecting all college income, reconciling deposits with the daily cash deposits to the bank, petty cash transactions and travel advances, disbursing funds and reconciling accounts. Responsible for tracking residence life students, coordinating with Residence Life Director and cafeteria regarding residence life and meal charges.

Primary Functions/Responsibilities

1. Make daily deposits of all funds above the amounts approved for the cash drawer operations.
2. Count and deposit monies from all athletic events, plays, dances, and all special events.
3. Maintain accurate sales tax records and make the necessary reports and payments on a timely basis.
4. Work with and back up the Students Accounts Clerk in the collection of student accounts.
5. Keep student accounts receivable data current and accurate.
6. Operate the cashier window including: accepting payments from students, accepting deposits from clubs, faculty, etc., cashing checks, making change, dispensing information, balancing cash drawer, providing operating cash for all events and projects.
7. Dispense GSL and Pell financial aid checks.
8. Collect on past due student accounts and collect insufficient funds checks, report and monitor collection account balance.
9. Distribute refund checks to students on overpayment of accounts.
10. Responsible for all petty cash transactions and travel advances, which includes disbursing funds and reconciling accounts. Within the travel fund this includes keeping track of the money out within a fund and all the monies have been turned back to the fund before the next advance is received.
11. Responsible for issuing credit cards, tracking receipts for use of credit cards and insuring cards are turned back in timely.
12. Track residence life students and reconcile charges with meal plan lists and residence life director, monitoring dorm violations for application to student accounts.
13. Assist Student Accounts Coordinator during peak registration times with processing enrollments and add/drops.
14. Perform annual inventory as directed by Controller
15. Other duties as assigned.

Coordination and Accountability Tasks

1. Student Accounts Clerk on the distribution of student payments and student billings.
2. Consult with Student Services and Director of Housing regarding dorm residents, their applications and contracts.
3. Admissions Office on the enrollment of students so proper charges can be made to the students.

4. Controller to insure monies are receipted to the proper accounts.
5. Student Accounts Clerk on keeping students' data current and accurate.
6. Provide advice to the Vice President of Finance and Operations, Associate VP of Finance and Operations and to the Controller on collecting past accounts and account receivable management.

Supervises the Following Staff

Work study

Required Knowledge, Skills, Abilities, and other Characteristics

1. Computer skills, accounting skills, public relations skills required.
2. Accuracy in handling money and making deposits to various bank accounts required.
3. This position requires a person who can work well with students, parents, staff, and the public.
4. Excellent data entry and 10 key skills required.
5. Must be well organized with ability to work independently.

Experience

Two years previous work experience as cashier, accountant, or similar office work required.

Education

High School Diploma required. Some college preferred.

Certifications and/or Licensure

Computerized accounting, Microsoft Excel or other software programs preferred.

Work Conditions/Environment

Office setting.

Other

None

Acknowledgement of Receipt and Agreement

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

Employee Name (Printed)

Date

Employee Signature