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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Accounts Receivable - Cashier

**DEPARTMENT:** Finance & Administration **FLSA:** Non-Exempt

**LOCATION:** Union Campus **LEVEL:** 103

**REPORTS TO:** Business Office Manager **DATE:** 02/07/14

**POSITION SUMMARY:** Responsible for assisting with the collection of all monies due the college.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of Associates Degree; one year related experience.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.*

* Receive and post cash transactions and perform related cashier functions including change fund, daily balancing of funds.
* Answer inquiries regarding student accounts.
* Prepare bank deposits verifying amounts against the computer reports.
* Maintain appropriate files of all payments received.
* Disburse faculty, staff and student work study payroll checks, refund checks, W-2, 1098T, 1099.
* Calculate charges and refunds; verify student loan and grant amounts.
* Set up payment plans and mail bills for student accounts to students, employer or governmental agencies.
* Sell tickets for theatre and special events.
* Maintain automobile registration records and issue parking permits.
* Maintain lost and found.
* Send delinquent accounts to credit bureau; report any payments.
* Disburse any refunds for the soda and snack machines.
* Assist auditors when needed.
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.
* Perform other related duties and responsibilities as may be assigned.

**KNOWLEDGE, SKILLS, and ABILITIES:**

* Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations.
* Knowledge of basic accounting procedures money management, and computer skills.
* Knowledge of general office procedures and filing systems.
* Ability to perform simple arithmetic calculations.
* Excellent communication and customer service skills.
* Ability to make rapid and accurate calculations on a ten-key calculator.
* Ability to shift quickly between several tasks without loss of continuity.
* Ability to operate telephone, computer, copy machine, and other typical office equipment.
* Ability to examine documents for accuracy and completeness.
* Ability to handle confidential matters judiciously.
* Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet established deadlines.
* Ability to work accurately and efficiently in a fast paced environment with frequent interruptions.

**LEADERSHIP and COMMUNICATION SKILLS: S**trong customer service skills; ability to communicate effectively with a variety of people, including students, employees, faculty, and the general public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; positive attitude; ability to establish and maintain positive working relationships with other employees; follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures; communicate using routine sentences; complete routine job forms and incident reports; and/or communicate routine information regarding daily activities.

**DECISION-MAKING and ANALYTICAL SKILLS:** Requires some decision-making; perform clerical or manual duties; adhere to college and department policies, procedures, and practices; perform job duties in a safe and efficient manner.

**EQUIPMENT/SOFTWARE:** Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, etc.; Use office machines such as telephones, copiers, credit card machines and 10-key calculators; use Colleague (college database system); customized applications.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

* **Environment:** Work is performed primarily in an indoor environment; some noise, dust variance in temperatures, moisture and/or humidity, paint fumes during state construction; frequent interruptions and distractions; extended periods of time viewing computer monitor. Flexibility to work evenings and/or weekends.
* **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.
* **Vision:** See in the normal visual range with or without correction.

**POSITIONS SUPERVISED:** None

**Signatures**

I have read and reviewed the above job description with my immediate supervisor.

Employee Signature/Date Supervisor Signature/Date

**DISCLAIMER:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*