Job Title: Cashier

Job Code: 61825

JOB SUMMARY

The Cashier is responsible for performing cashiering and customer service duties at a technical college.

MAJOR DUTIES

- Receives cash, checks and/or money orders from students for tuition and miscellaneous fees. Balances receipts and posts to accounting records;
- Obtains routine billing information from the outside agencies that pay student tuition, fees, etc. and performs billing functions;
- Prepares and mails statements of accounts and/or other routine mail-outs;
- Maintains billing and related files and records;
- Prepares bank deposits;
- Assists with all New Student Registration Sessions;
- Performs limited, routine general clerical duties such as typing, answering the phone and/or related duties;
- Maintains college's petty cash fund.

COMPETENCIES

- Knowledge of accounts receivables processes
- Knowledge of computers and job related software programs
- Knowledge of customer service standards
- Interpersonal skills

MINIMUM QUALIFICATIONS

- High school diploma or GED *and* Six (6) months work-related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.