

TITLE: Cashier

DEPARTMENT/DIVISION: Fiscal Affairs

DATE PREPARED: January 12, 2018

REPORTS TO: Business Services Coordinator

CLASSIFICATION: Classified

POSITION SUMMARY

The Cashier will have the primary responsibility to assist the Head Cashier in daily cash transactions. In addition, the Cashier will maintain the listing of promissory notes, warrant-intercept program, and collections. Provide assistance to students pertaining to their accounts, questions pertaining to fee and tuition charges, and other charges that may appear on their account.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Represent Seminole State College in a most positive manner with prospective, former and current students, clients, suppliers and the community we serve
- Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College
- Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning
- Performs job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.
- Handles confidential information with tact and discretion
- On a daily basis receive all deposits from the Bookstore, making sure all deposits balance and then enter into the computer for the daily summary report
- Contact and work with the District Attorney on all returned (un-collectable) checks
- Work with Collection Agency on unpaid charges
- Receiving all tuition and fee payments (Consisting of cash, checks, credit cards (by phone or in person), loans or promissory notes)
- Making the daily deposit at the end of the day (Consists of editing, posting the daily activities)
- Being in charge of collections for past due accounts (Consists of notifying students and the agencies involved: Collection Bureau and/or the Oklahoma Tax Commission Intercept Program)
- Receiving and collecting for parking citations (Consists of setting up spreadsheets of all citations received and posting the fines to the proper accounts)
- Working with returned checks (Notifying the person involved; if payment is not received turning the account over to the District Attorney)
- Disbursing payroll checks, PELL checks, OTAG, to students when they come into the office
- Taking phone calls and relaying necessary information pertaining to the Business Office
- Typing of statements or correspondence when necessary
- Mailing past due statements

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned
- Work on any other projects as directed by the Business Services Coordinator or Head Cashier

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- **Knowledge:** Successful candidate must have a minimum of an associates degree or equivalent, bachelor's degree preferred, with five years experience in business/cashier office or related area preferred. Understanding of the Student Billing module of the Jenzabar EX accounting system, the deposit module of the PeopleSoft program, spreadsheet programs or similar programs. Successful candidates must have proficient skills in dealing with the public in person or on the telephone, typing and operation of ten key calculators. Proficiency in the use of computers and experience with Microsoft Office (Word, Excel, PowerPoint, etc.) are required.

- **Skills:** Possess strong organizational, time management, human relation skills, and excellent written communication skills. Appropriately greet and host campus administrators, faculty, students, and guests. Hard-working, enthusiastic, dependable, self-motivating and willing to work additional hours to complete tasks.
- **Abilities:** Flexible hours during peak times of the academic year. Required extended hours and an occasional Saturdays.

Applications will be accepted until the position is filled; however, for best consideration applications should be made by **January 31, 2018**. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, life insurance equivalent to two times contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment.

To apply, cover letter, resume with names and telephone numbers of three professional references, and all academic transcripts should be sent to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

*SSC is an AA/EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted January 16, 2018

Revised January 17, 2018