

TITLE: Cashier

DEPARTMENT/DIVISION: Fiscal Affairs

REPORTS TO: Student Accounts Specialist

CLASSIFICATION: Classified

SALARY: \$30,000 - \$32,000

POSITION SUMMARY

The Cashier will have responsibility to receive and appropriately apply student account payments and to assist the Head Cashier in other cash transactions. In addition, the Cashier will maintain the listing of promissory notes, warrant-intercept program, and collections. The Cashier will provide assistance to students pertaining to their accounts, including fee and tuition charges, as well as other charges that may appear on their account.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the 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.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Receive tuition and fee payments consisting of cash, checks, credit cards (by phone or in person), loans, promissory notes, or third-party payments
- Prepare the daily deposit at the end of each business day including editing and posting of the daily activities
- Receive deposits from the Bookstore, making sure deposit documents balance
- Serve as a liaison between students and the College-sponsored refund processing bank
- Lead collections of past due accounts and returned checks, including notifying students
- Contact and coordinate efforts with Collection Agencies on unpaid debts
- Receive and process parking citations, including setting up spreadsheets of all citations received and posting the fines to the proper accounts
- Take phone calls and relay necessary information pertaining to all Business Office/Fiscal Affairs occupants
- Answer questions from students and community as related to accounts receivable and other pertinent areas
- Type statements and/or correspondence when necessary
- Mail student statements
- Handle confidential information with tact and discretion
- Process Bank of America statements, matching receipts to POs and following up with departments as necessary to locate missing receipts or information.
- Contact Bank of America to cancel BOA cards, verify information, or to order new cards for SSC personnel.
- Process travel documentation with a high level of accuracy.
- Process vendor requests promptly.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Minimum of an associate degree or five years' experience in a business/cashier office or related area preferred.
- Must be able to assemble, evaluate, and draw reasonable and logical conclusions from appropriate data, and take responsible resulting actions.
- Knowledge and skills required in fulfilling the responsibilities of this position include the ability to understand and input information into the Student Billing module of the Jenzabar EX accounting system and the deposit module of the PeopleSoft program.
- Proficiency in the use of computers and experience with Microsoft Office (Word, Excel, PowerPoint, etc.) are required.
- Exceptional skill in dealing with a diverse population, in a variety of situations.
- Strong organizational, time management, and oral and written communication skills, including the ability to greet and host campus administrators, faculty, students, and guests.
- Must be able to work flexible and/or extended hours during peak times of the academic year, including some Saturdays.
- Enthusiastic, dependable, and self-motivating.

Applications will be accepted until the position is filled. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, long-term disability, group health and dental insurance, and life insurance equivalent to two times the annual 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. Employment is subject to successful completion of a background check and funding.

To apply, please send letter of application, resume, copies of all academic transcripts, and the name and phone numbers for three professional references:

E-Mail: hr@sscok.edu

and/or

Mail: 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 November 26, 2024