

FORT SCOTT COMMUNITY COLLEGE
Position Description BU07

NAME:

JOB TITLE: Cashier

DIVISION/DEPARTMENT: Business Office

RESPONSIBLE TO: Director of Business Operations

MONTHS PER YEAR: 12

HOURS PER WEEK: 40

UPDATE: 1-18

CREDENTIALS:

High School diploma required

Knowledge of basic accounting

Knowledge of mathematical functions and procedures

Ability to use and balance a cash drawer daily

Ability to complete report forms accurately and prepare written reports and financial statements

Ability to communicate effectively with employees, students, and general public in a high volume environment

Ability to record and compare figures accurately

Ability to use computer, calculator

Bondable

JOB PURPOSE: Serve as receipt and disbursement agent for all aspects of student-generated accounts

DUTIES AND RESPONSIBILITIES:

1. Responsible for receipt and reconciliation of all monies due the college for student accounts
2. Maintain student accounts receivable records
3. Prepare special reports pertaining to student revenue and maintain files on these funds
4. Prepare and submit statements to third party providers
5. Prepare reports pertaining to student accounts
6. Issue federal refunds for students and balance these records
7. Collect all student account monies
8. Responsible for any and all other areas of student accounts
9. Submit accounts to collection agency
10. Assist in other areas of the business office as needed

Reviewed by Supervisor: _____

Signature

Date

All job descriptions are subject to revision based on changing needs of the college.