

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: 8-26

CREDENTIALS:

- High school diploma or equivalent required
- Knowledge of basic accounting principles and mathematical functions and procedures
- Ability to use, reconcile, and balance a cash drawer accurately on a daily basis
- Strong attention to detail with the ability to accurately record, review, and compare financial information
- Ability to maintain accurate student account records and consistently follow up on outstanding account items through completion
- Strong organizational skills with the ability to manage multiple responsibilities, prioritize tasks, and meet deadlines in a high-volume environment
- Ability to complete report forms accurately and prepare written reports and financial statements
- Ability to identify discrepancies, research account activity, and take appropriate steps to resolve or escalate account issues
- Ability to communicate effectively and professionally with employees, students, and the general public
- Ability to provide positive, courteous, and student-focused customer service, including when assisting individuals with questions or concerns regarding their accounts
- Ability to exercise patience, professionalism, and discretion when handling financial or sensitive student information
- Ability to use computers, calculators, and standard office technology
- Ability to learn and effectively use applicable student account, payment, and financial software systems
- Ability to work both independently and collaboratively as part of the Business Office team
- Bondable

JOB PURPOSE: Serve as a receipt and disbursement agent for all aspects of student-generated accounts while maintaining accurate financial records and providing professional, student-focused service. This position is responsible for assisting students with account questions, maintaining student account information, processing payments and refunds, and supporting the daily operations of the Business Office.

DUTIES AND RESPONSIBILITIES:

1. Receive, process, and reconcile all monies due to the College for student accounts, ensuring transactions are recorded accurately and timely.
2. Maintain accurate and current student accounts receivable records, including reviewing accounts and following up on outstanding balances, discrepancies, documentation, or other items requiring attention.
3. Research student account activity and work to resolve account discrepancies or concerns in a timely and accurate manner.
4. Prepare reports pertaining to student accounts and student revenue, maintain supporting files, and verify information for accuracy and completeness.
5. Prepare and submit statements to third-party providers and monitor accounts as necessary to ensure appropriate follow-up and resolution.
6. Issue federal refunds for students and accurately balance and maintain associated records.
7. Assist students in person, by telephone, and through electronic communication with questions regarding their accounts, payments, balances, refunds, and Business Office processes in a courteous and professional manner.
8. Prepare and submit qualifying accounts to the collection agency and maintain appropriate supporting records and documentation.
9. Manage multiple student requests, account responsibilities, payment activity, reports, and deadlines while maintaining accuracy, confidentiality, organization, and attention to detail.
10. Assist in other areas of the Business Office as needed, work cooperatively with other College departments to resolve student account matters, and perform other duties as assigned.

Reviewed by Supervisor: _____
Signature Date

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