FISK UNIVERSITY

Job Description Form

Position Title: Cashier/Assistant Student Accounts Coordinator

Department: Business Office

Reports To: Bursar & Budget Director

FLSA Designation: Non-Exempt, Part-Time

Bargaining Unit Position: N/A

Date Written/Revised: March 2014

POSITION SUMMARY

The position of the Cashier/Assistant Student Accounts is to post and reconcile daily all incoming cash, checks, and credit cards and prepare all bank deposits. This position reports directly to the Bursar & Budget Director.

ESSENTIAL FUNCTIONS

• Post incoming cash, checks, and credit card sales
• Process and reconcile daily credit card Batch report
• Process receipts for any sales received
• Reconcile daily Cashier Detail Report
• Compile daily Cashier Detail Report Packets
• Reconcile daily Cashier Reconciliation Report, which includes cash and petty cash
• Fully cross trained in all student account functions and providing support to the student accounts coordinator on a daily basis.
• Email Daily Cashier Reconciliation Report to those concerned
• Completing daily deposit bags for deposit
• Prepare and request petty cash as needed, by completing a Journal Entry Request and Disbursement request
• Cashing petty cash check and replacing in petty cash box
• Analyze student accounts with students and/or parents
• Assist student and Financial Aid disbursing awards
• Reconcile and financially clear students throughout registration and the school year
• Analyze Tuition Management Services accounts with students and/or parents
• Process, post, and record Fisk housing rentals
• Prepare necessary invoices for students as needed
• Disperse payroll, work-study, reimbursement, student refund, and vendor checks
• Keep accurate signature sheets for all dispersed checks
• Monitor and post lockbox payments to student accounts
• Post wire transfers to student accounts
• Identify bank deposits for journal entry
• Analyze, post, and dispense book vouchers
• Post GRC payments
• Pick up deposit slips from bank when needed
• Monitor daily cash and petty cash drawers
• Responsible for opening and locking safe daily
SECONDARY FUNCTIONS

• Participate in Finance and Accounting Team meetings and other University meetings as necessary
• Preparation for student registration each semester
• Performing student registration functions each semester
• Other duties as assigned

ORGANIZATIONAL RESPONSIBILITY

No direct reports.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

• Excellent customer service and communication skills
• Advanced time management and prioritization skills required
• Ability to analyze student accounts to determine accuracy/status
• Ability to analyze financial aid entries
• Knowledge of SCT/Banner finance module with specific knowledge in the student accounts module and secondary knowledge in the financial aid module
• Experience in Microsoft Office (Word, Excel, Access, PowerPoint etc...)

QUALIFICATIONS

Education: Bachelor’s degree or equivalent in Accounting or related field from an accredited college/university.

Experience: Proven track record of customer service in finance related industry, specific experience with collections and accounts/loans receivable a plus.
Licenses or Certificates: None required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.