FISK UNIVERSITY
Job Description Form

Position Title: Cashier

Department: Finance and Administration

Reports To: Controller

FLSA Designation: Non-Exempt, Part-Time

Bargaining Unit Position: N/A

Date Written/Revised: August 2015

POSITION SUMMARY

The position of the Cashier is to post and reconcile daily all incoming cash, checks, and credit cards and prepare all bank deposits. This position reports directly to the Controller.

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
• 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
• Process, post, and record Fisk housing rentals
• Disperse payroll, work-study, reimbursement, student refund, and vendor checks
• Keep accurate signature sheets for all dispersed checks
• Post wire transfers to student accounts
• Post bank deposits for journal entry
• Post and dispense book vouchers
• Post GRC payments
• Monitor daily cash and petty cash drawers
• Responsible for opening and locking safe daily

SECONDARY FUNCTIONS

• Participate in Finance and Administration 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 CAMS finance module with specific knowledge in the student accounts module and secondary knowledge in the financial aid module, a plus.
• Experience in Microsoft Office (Word, Excel, Access, PowerPoint etc…

QUALIFICATIONS

Education: A High School Diploma or GED and one year experience providing financial and clerical support is required. An AA Degree in Accounting or related field from an accredited college/university or 3 year combination of education, training and experience is preferred.
Experience: Proven track record of customer service in finance related industry, specific experience with collections and accounts/loans receivable a plus.

Additional Requirements: A background and credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.

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.