



Position Title: Part-Time Bursar Cashier
Job Code: 8358
Reports To: Accounting Specialist Chief

Grade: C1
FLSA: Non-Exempt

Job Description:

The Part-Time Bursar Cashier receives and accounts for all financial transactions involving cash, checks, credit card payments, and financial aid as indicated. This individual will be assigned related responsibilities that include accounting and clerical work in analyzing, processing, and verifying various financial transactions.

Duties & Responsibilities:

- Processes students' class fee/obligation transactions by calculating, applying appropriate financial aid and collecting and recording payments accurately
- Prepares deposits
- Provides customer service/telephone payments and other support tasks
- Resolves student financial issues with students, Registration, Financial Aid and Higher One
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- One (1) year of experience in accounting and one (1) years of college from a regionally accredited institution; or an equivalent combination of experience and training
- Minimum three (3) months of large volume of cash handling experience
- Must be able to exercise independent judgment
- Ability to communicate effectively both orally and in writing
- Must have the ability to work in a multi-ethnic/multicultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name