

Seward County Community College
Structured Compensation - Job Description
Bookkeeping/ Cashier Specialist

Data Year: 2017

Prepared On: 11/14/2017

Department:	Finance And Operations	Grade:	7
Reports To:	Dean of Finance & Operations	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	D. Sander	Effective Date:	09/01/2015
		Revised Date:	09/02/2015

Role:

Position receives, reconciles, and prepares deposits for money received; maintains financial data and assists in miscellaneous business office and bookkeeping tasks.

Essential Functions & Responsibilities:

- E 25% Receive payments from various sources, prepare deposit slips for the bank, and balance those deposits with bookkeeping system's cashier audits.
- E 20% Request funds provided through ACH, as directed or delegated. Ensure that ACH notifications are receipted and posted to the general ledger. Maintain proper balancing of financial aid (Title IV) funds to general ledger.
- E 15% Reconcile cashier sessions and checks posted to monthly bank statements. Determine month-end outstanding deposits.
- E 15% Calculates, files, and pay Kansas sales tax of various funds.
- E 10% Perform cashiering function at the Industrial Technology Building. Assist in monitor inventory and billing processes of Activity and Auxiliary funds. Assist in providing internal control "spot counts" of remote cashier points, e.g. concessions and Colvin Center.
- E 10% Assist with student bill processing and refund check activities.
- E 5% Assists receptionist with mail room, switchboard, and other duties as assigned.

Performance Measurements:

1. Receipt of payments and ACHs, subsequent deposit preparation, and balancing done in a timely manner, within one day.
2. Requests of Title IV and grant funds receipted and posted within one hour of acknowledgement. Balancing of financial aid funds within one day.
3. Reconcile monthly cashier sessions within one day of receipt of the bank statement.
4. Calculate, file, and pay Kansas sales tax of various funds within two days of receipt of necessary information.
5. Provide a summary of inventory and cash internal audits within two days of completion.
6. Maintain positive feedback from assistance with the students bill and refund processes; and from assistance with mail room, switchboard, and other duties as assigned.

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Knowledge and Skills:

Experience	Six months to two years of similar or related experience.
Education	Associate's degree in accounting or completion of a specialized course of study in accounting/finance.
Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information.
Other Skills	<p>Knowledge:</p> <p>Knowledge of general accounting principles as related to accounts receivable and inventory.</p> <p>Knowledge of administrative and clerical procedures and systems such as a word processing, managing files and records, designing forms, and other office procedures and terminology.</p> <p>Skills:</p> <p>Proficient in MS Office software</p> <p>Conveys information effectively to others.</p> <p>Communicates effectively in writing as appropriate for the needs of the audience.</p> <p>Teach others Business Office processes/ procedures i.e. viewing budgets, etc.</p> <p>Managing one's own time.</p> <p>Abilities:</p> <p>Ability to work with frequent interruptions</p> <p>Ability to coherently communicate via written and oral methods.</p> <p>Ability to add and subtract correctly.</p> <p>Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.</p>
Physical Requirements	<p>Sitting for a period of 2 hours at one time with a total of 6 hours</p> <p>Standing for a period of 1 hour at one time with a total of 1 hour</p> <p>Walking for a period of 1 hour at one time with a total of 1 hour</p> <p>Lifting up to 10 lbs. occasionally</p> <p>Carrying up to 10 lbs. occasionally</p> <p>Repetitive Action: use of right and left hand for simple grasping and fine manipulation</p> <p>Bending, squatting, climbing, and reaching above shoulder level occasionally</p> <p>Keyboarding 3-4 hours daily</p>

Work Environment

Disclaimer:

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This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature