



Title: Cashier
Campus: Uvalde

Job ID: 252653710301
Closing Date: Untill Filled

Job Summary: The Cashier is responsible for providing excellent customer service while processing student payments and maintaining accurate financial records. This position serves students, faculty, staff, and visitors by accepting payments, balancing cash drawers, and assisting with general business office functions in a professional and confidential manner. In addition to cashiering, processes refunds, maintains dorm contracts, assists with student orientation. Issues monthly statements and maintains the cafeteria payment system, Odyssey. Provides receipts and explains payment options and payment plans to students and customers. Answers phone calls and responds to customer inquiries in a professional manner. Maintains confidentiality of student and financial information in accordance with college policies.

Performs all other functions as assigned by immediate supervisor for efficient operation. Work rules, code of conduct, dress code, and other policies are part of the essential functions of the job. Ability to communicate effectively with students, college personnel, and the public. Security Sensitive Position.

Classification: Full-time, Non-Exempt

Department: Business Office

Salary: Clerical Schedule Group II; twelve-month position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Associates degree preferred; one year of college or equivalent related experience and training.

Experience & Training: Microsoft Office, working knowledge of Colleague software helpful. Excellent written and verbal communication skills.

Additional Qualification Requirements: Ability to develop and express ideas for office efficiencies. Proficiency with 10-Key by touch, telephone etiquette, and communication skill. Excellent mathematical skills required for accounting principles and procedures. Ability to manage high volume of work. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the background and reference check specified for the position. Must have a valid driver's license and be insurable through SWTX insurers.