

Job Title	STUDENT ACCOUNTS CASHIER
Department	ADMINISTRATIVE SERVICES
Reports To	STUDENT ACCOUNTS OFFICE MANAGER

EMPLOYMENT TERMS:

<i>Part-time</i>

QUALIFICATIONS:

Education	A diploma in the field of Business or a closely related field from an accredited postsecondary institution. An Associate's degree is preferred.
Experience	Work experience in a related field is preferred. Experience with Microsoft Excel and Word, Banner, and PeopleSoft is a plus.
Desirable Skills	Effective communication skills.

PRIMARY DUTIES:

<p>Accept student payments using the Banner Student system. Maintain accounts receivable files and records. Balance daily cashier sessions and insure accuracy of receipts. Prepare billing for outside agencies. Performs routine general clerical duties. Displays a high level of effort and commitment to performing work. Operates effectively within the organizational structure. Demonstrates strong analytical skills. Receives, screens, and directs telephone calls and distributes telephone messages. Maintains log for long distance calls including phone number, city, person called, and nature of business. Keeps informed of college's organizational changes and quarterly schedules so calls can be routed promptly. Performs other duties as assigned.</p>
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APPLICATION DEADLINE: Until filled

Applications are submitted on-line only at www.augustatech.edu .
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TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. Official transcripts must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu .

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. <i>(Will be done by Augusta Technical College)</i>

CONTACT

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Salaried

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