



Position Announcement July 2019

Position: Cashier
Employment Status: Part-time
Application Deadline: July 31, 2019

Position Summary:

The Cashier is responsible for performing transactions and customer service duties for the college. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel to the college's service area and other travel as needed. Attends/completes all professional development training; Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and applicable accreditation standards.

Major Job responsibilities include, but are not limited to the following:

- Receives cash, checks and/or money orders from students for tuition and miscellaneous fees
- Balances receipts and posts to accounting records;
- Obtains routine billing information from the outside agencies that pay student tuition, fees, etc. and performs billing functions;
- Prepares and mails statements of accounts and/or other routine mail-outs;
- Maintains billing and related files and records;
- Prepares bank deposits;
- Assists with all New Student Registration Sessions;
- Performs limited, routine general clerical duties such as typing, answering the phone and/or related duties;
- Maintains college's petty cash fund.

Competencies:

- Knowledge of computers and job related software programs
- Knowledge of customer service standards
- Interpersonal skills

Scheduled Work Hours / Location

The College is seeking to positions to work 10:00 a.m. to 2:00 p.m. Monday through Friday in Administrative Services. Weekly work hours are limited to a maximum of 19 hours; actual work schedule will be based on need. Additional hours or a flexible schedule to include evening and/or

weekend hours may be required as needed. Position will be located at the Macon campus with possible travel to other college campus locations as needed.

Minimum Qualifications

- High School Diploma or GED
- Six (6) months documented work-related experience

Preferred Qualifications, in addition to minimum qualifications:

- Completion of one basic accounting course at either the high school or post-secondary which provided training in accounting clerical areas **OR** one year of experience performing clerical tasks which provided some training in accounting clerical areas
- Documented work experience in post-secondary education.

Salary/Benefits:

Hourly gross salary rate of \$10.00. This is a part-time position eligible to work up to 19 hours week based on department needs. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is not eligible for TRS/ERS retirement benefits, state insurance, leave accrual or holiday pay.

Application Procedure:

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings

Criminal History Records

Motor Vehicle Records

Employment References

Pre-Employment Drug Test

Fingerprint Records

Credit History Records

Psychological Screening

Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cjohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.