**POSITION ANNOUNCEMENT**

**POSITION: Accounting Technician Cashier (Marietta Campus)**

**POSITION DESCRIPTION:** This position is responsible for performing cashiering and customer service duties.

**MAJOR DUTIES:**

**FUNCTIONAL/PROCESSING**

* Process payments, enters data, and balances student Banner accounts accurately.
* Prepare bank deposits and processes remote deposits.
* Access Scholarchip to assist students with 1098T access.
* Access BankMobile to assist students with refund information.

**CUSTOMER SERVICE**

* Open/close the office as posted.
* Greet and/or answer phone calls from students, guests, general public, and co-workers.
* Create student Banner accounts.

**INTERFACE ROLE**

* Processes
  + 3rd Party Payments.
  + Write Offs: compiling reports, formatting, updating, and processing.
  + Admission Application Fee Waivers for DE, HSEV, and ACT.
  + Nelnet Payment Plans, Nelnet wires, terminated plans, and Nelnet defaults.
  + BankMobile Card File weekly.
  + BankMobile Enrollment File monthly.
  + Duplicate ID Fix Forms.
* Changes Admission Application term for students who apply for future term to present term.
* Daily removal of holds from student accounts.
* Pushes online Admission Applications.
* Monitors Cashier email.
* Maintains and updates important dates on website.

**MINIMUM QUALIFICATIONS:**

* High School Diploma or equivalent credential required. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
* Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
* Ability to be bonded.

**SALARY/BENEFITS:** $37,605.97 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** This position is not authorized for telework.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: June 2024**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***