

**Office of HUMAN RESOURCES** 495 N. Indian Creek Dr. ⋅ Clarkston, GA 30021 ⋅ 404/297-9522 Ext. 1190 ⋅ FAX# 404/298-3601

POSITION ANNOUNCEMENT

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| POSITION:  | Cashier- (FULL- TIME) |
| PRIMARY LOCATION: | **DeKalb Campus** |
| DESCRIPTION: | Under close supervision, performs basic billing and collection duties for the college. Obtains billing information from outside agencies. Prepares and mails statements of accounts. Makes bank deposits. Assists with New Student Registration Sessions. Maintains files. Performs routine general clerical duties. May operate point of sale system in the campus bookstore. |
| ESSENTIAL JOB RESPONSIBILITIES: | * Enters routine financial transactions in to accounting systems
* Verifies and corrects information entered
* Reconciles accounting records
* Receives and batches source documents according to applicable methods
* Correctly records transactions in a timely manner
* Reviews recorded transactions for accuracy of entry
* Completes reconciliations within appropriate time frame
* Accurately identifies, traces and corrects any discrepancies between receipts and cash/check/credit card receipts
* Accurately codes receipts for entry in to the accounting records
* Deposits or forwards funds to appropriate staff according to established procedures
* Determines appropriate revenue state char of accounts for unidentified receipts
* Operates or assists with cash register functions
* Accurately maintains current codes and fee amounts
* Accurately balances and closes daily BANNER cashier activity
* Performs other tasks and duties as assigned by supervisor
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| **MINIMUM QUALIFICATIONS:** | High school diploma or GED \*and\* six (6) months work-related experience.**All applicants must complete an online application, upload resume, unofficial transcripts, and cover letter. Official Transcripts are required within 60 days of employment.** |
| **PREFERRED****QUALIFICATIONS:** | Significant experience and/or education relating to the specialty area of this position. Additional postsecondary education beyond high school is a plus. One (1) year of wok- related experience.Applicant must have the following knowledge, skills, and abilities:* Knowledge of accounts receivables processes
* Knowledge of computers and job related software programs including Microsoft Word and Excel
* Knowledge of customer service standards
* Interpersonal skills

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL. APPLICANTS MUST MEET BOTH THE MINIMUM AND THE PREFERRED QUALIFICATIONS TO BE CONSIDERED FOR THIS POSITION**. |
| **salary/benefits:** | The salary range for this position is $25,000 to $27,000 annually and will be based upon education, experience, and other qualifications. This is a full-time position with paid state holidays; accrued annual and sick leave; and the State of Georgia Health and Flexible Benefits Program. |
| TO APPLY: | Click on the following link: <https://www.easyhrweb.com/JC_GPTC/Job%20Listings/JobListings.aspx>  |

***As set forth in its student catalog, Georgia Piedmont 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).***

***Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager for next steps in the selection process. Applicants who are not selected will receive an email notification.***

***The following individuals have been designated to coordinate the college’s implementation of nondiscrimination policies:***

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| ***\* Equal Employment Opportunity (EEO) Compliance Officer, Title IX Coordinator******Sadie Washington, Director, Human Resources*** ***495 North Indian Creek Drive (Rm 157-A)*** ***Clarkston, GA 30021*** ***404-297-9522, Ext. 1210***  | ***\* ADA/504 Coordinator*** ***Candice Buckley, Dean, Student Affairs*** ***495 North Indian Creek Drive*** ***Clarkston, GA 30021*** ***(404) 297-9522, Ext. 1111***  |
| ***\* Special Populations/Equity Coordinator*** ***Nathan Gholston******495 North Indian Creek Drive*** ***Clarkston, GA 30021*** ***(404) 297-9522, Ext. 1154*** |  |