**CASHIER-BUSINESS OFFICE **

**(PART TIME)**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS**:

Completion of one basic accounting course at either the high school or college or university level, which provided training in accounting clerical areas or one year of experience performing clerical tasks which provided some training in accounting clerical areas.

**JOB SUMMARY:**

The Cashier is responsible for providing customer service (greeting internal and external customers in person or on the telephone). The applicant will be responsible for providing good customer service skills, inputting financial transactions into the POS system, accepting payments and providing correct change.

**RESPONSIBILITIES:**

Receive cash, checks and/or money orders from students for tuition and miscellaneous fees. Balance receipts and post to accounting records. Obtain routine billing information from the outside agencies that pay student tuition, fees, etc. and perform billing functions. Prepare and mail statements of accounts and/or other routine mail-outs. Maintain billing and related files and records. Prepare bank deposits. Assist with all New Student Registration Sessions. Perform limited, routine general clerical duties such as typing, answering the phone and/or related duties. Display a high level of effort and commitment to performing work; operate effectively within the organizational structure; demonstrate trustworthiness and responsible behavior.

**COMPETENCIES:**

Knowledge of accounts receivables processes; Knowledge of computers and job-related software programs; Knowledge of customer service standards; Interpersonal skills.

**SALARY/BENEFITS:**

Hourly rate is commensurate with education and work experience. This is a part-time position and does not include insurance benefits; work hours will not exceed 29 hours per week.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation.  Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

Applicantsscheduled for interviews will be notified of the status of the position. The candidate selected for this position must successfully complete a criminal background investigation and motor vehicle screening.

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