****

**Job Announcement**

**Position:**  Cashier

**Location:** Douglas Campus, Douglasville GA

**Department:** Business Office

**Reports to:** Staff Accountant/Enrollment Center Coordinator

**Nature of Duties:**

Under general supervision, responsible for receiving, controlling and recording cash, check, and credit card receipts for the Business Office and enters into Banner system. Performs advanced processes in the Banner System. Prepares bank deposits. Distributes petty cash as needed. Assists students with their Banner account. Performs routine general clerical duties.

**Minimum Qualifications:**

High school diploma or GED \***and**\* Six (6) months work-related experience.

**Preferred Qualifications:**

* + One year experience performing clerical tasks which provided some training in accounting clerical areas
  + Completion of a Certificate or Diploma in Accounting
  + Cashier or accounting experience
  + Experience in a post-secondary environment
  + Banner experience a plus

**Salary/Benefits:**

Mid $20’s; Benefits include paid state holidays, vacation, retirement, personal and sick leave, and the State of Georgia Flexible Benefits Program.

**Method of Application:** Interested candidates should apply through electronic application system at: [www.westgatech.edu](http://www.westgatech.edu)

**Note**: Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.