



## GLOUCESTER COUNTY COLLEGE

### POSITION DESCRIPTION

Date:1/89 Rev: 9/92

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POSITION TITLE: **Cashier, Part-Time**

ORGANIZATIONAL UNIT: Finance and Administration

EEO:

REPORTS TO: Bursar/Accountant

GRADE:

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### **GENERAL DESCRIPTION**

Primary representative to the Student Body for the College Business Office. Must accurately perform assigned manual/or machine accounting applications related to the accounts receivable function.

### **DUTIES**

1. Processes cash receipts and accounts receivable records in accordance with established procedures.
2. Receives money and gives receipts.
3. Assists with subsidiary ledgers.
4. Prepares billings.
5. Prepares financial aid and other refund checks as authorized.
6. Maintains cash and accounts receivable registers.
7. Assists with bank reconciliations.
8. Maintains pertinent records and files.
9. Prepares computer data input functions.
10. Prepares letters, reports, checks and other business communications.
11. Assists in preparing reports and lists.
12. Verifies cash and prepares bank deposits.
13. Performs other related work as required.

**MINIMUM QUALIFICATIONS**

- High school diploma plus advance bookkeeping courses (two-year college degree with major in business preferred).
- Computer experience required.
- Two (2) years of directly applicable experience
- Good communications skills required.