GORDON COLLEGE

Position Description

Title: Part-time Head Cashier

Function: Under the supervision of the Assistant Controller, receives and disburses cash and cash equivalents for students, faculty, staff and departments while maintaining appropriate records. In conjunction with Student Financial Services, receives and applies all student tuition payments to the appropriate student accounts.

Description of Duties and Tasks:

Essential Responsibilities:

Function 1: Campus Cashiering

1. Maintain a daily cash drawer for the purpose of: a) cashing checks for students, faculty and staff: b) handling cash exchanges as required by campus departments and events: c) supply cash advances to students, faculty and staff via the petty cash voucher system.

2. Receipt (CASHNet) cash, checks and credit card transactions into the appropriate accounts, as directed by each campus department.

3. Deposit checks through EZ Pay directly to the bank. Verify that each deposit agrees with batches in CASHNet and that each deposit processes correctly and accurately. Store original checks safely and securely and then shred.

4. Prepare cash deposits for bank drop off. Verify the accuracy of each deposit to the corresponding batch in CASHNet.

5. Accept, verify and prepare private donations for deposit.

6. Disburse checks requested by check requisition to faculty, staff and students.

7. Follow up on unsubstantiated petty cash vouchers on hold within 2 week span.

8. Account for all cash transactions coming in and going out and verify totals to end of the day reports.

9. Reconcile the daily cash report at the end of each business day to the days actual figures and resolves any discrepancies if the report does not balance to the control figure. Notify the Asst. Controller of any substantial discrepancies immediately.

10. Act as Head Cashier for all departmental cashiers on campus and resolves any discrepancies or issues immediately. Communicate with the Asst. Controller if there are any violations of cash management with departmental cashiers.
11. Record and reconcile credit card transactions through CASHNet when necessary. Ensure all credit card transactions are done in person. Notify the Asst. Controller if credit card information comes in any other form before processing a transaction.

12. Notify bank, schedule cash pickups and create a check request (Paramount) for reimbursement to the cash drawer, as needed.

13. Train staff for cashier coverage.

14. Record and reconcile Petty Cash Vouchers in CASHNet.

Function 2: Student Cashiering

1. Receive and receipt (CASHNet) all student deposits, tuition payments, wired EFT payments, scholarships and loan checks to appropriate student accounts.

2. Reconcile student account transactions in CASHNet and Jenzabar and creates a daily bank deposit.

3. Deposit checks through EZ Pay directly to the bank verifying that each deposit agrees with batches in CASHNet and Jenzabar and processes correctly and accurately. Store original checks safely and securely and then shred.

4. Prepare cash deposits for bank drop off. Verify the accuracy of each deposit to CASHNet and the corresponding batch in Jenzabar.

5. Ensure no credit card transactions are processed through the cashier. All student credit card transactions must go through CASHNet. Notify the Asst. Controller if presented with a credit card transaction for a student.

6. Maintain control of loan checks requiring student signatures; then apply them to the student account through CASHNet.

7. Record student withdrawals when necessary through CASHNet and verifying amounts in CASHNet and Jenzabar.

8. Deposit Perkins Loan payments through EZ Pay.

Additional Responsibilities:

1. Communicate effectively with the Asst. Controller of any issues that are outside the normal parameters given to the cashier position.

2. Monitor a list of students who have lost check-cashing privileges through the bounced check folder in the Business Office network folder.

3. Assist in answering student and parent questions regarding their student account, policies and procedures.
4. Report to work on Orientation Saturday (late August) to assist Student Financial Services with new and returning students requiring financial clearance.

5. Work with the Asst. Controller on the last business day of the year during the Christmas break for the end of the year receipting and depositing of College donations and student tuition payments.

6. Safe guards the assets in the safe for the college.

**Required Knowledge, Skills and Abilities:**
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. The candidate should be able to work independently to prioritize the work load based on the College fiscal year and the demands of each individual office and organization.

3. Skill and accuracy in the handling of money.

4. Ability to multi-task with various software (ex. CASHNet, Jenzabar and Microsoft GP) and websites (Citizens Bank EZ Deposit).

5. Typing and clerical skills resulting in high-level of accuracy in data entry.

6. Strong and effective communication that is diplomatic, poised and respectful, both in written and oral form when communicating with students, parents, faculty and staff.

7. Must use discretion when dealing with sensitive information regarding student accounts, donors and college finances.

8. Must have a basic understanding of banking and accounting policy and procedures regarding cashiering.

9. Should have a basic knowledge of Microsoft Word and Microsoft Excel.

Position Code: CON-CASH-1
Grade: 4
FLSA Status: Non-exempt