

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: NIGHT-CASHIER/ACCOUNTING CLERK
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-2

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform clerical/bookkeeping work involving the application of accounting principles in keeping of records.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: High School diploma or equivalent. Additional training preferred.
2. Years of experience in field: Some accounting/cashiering experience preferred.
3. Special skills or abilities related to position: Positive human relations skills. Some knowledge of bookkeeping principles and procedures. Ability to acquire knowledge of the rules and regulations relative to accounting records. Ability to operate personal computer and office machines. Ability to make mathematical calculations with reasonable speed and accuracy. Ability to understand and follow written and oral instructions. Ability to establish and maintain effective working relationships with employees, students and the general public. Ability to type with accuracy and to operate data entry equipment. Ability to work with minimal or no supervision.

ESSENTIAL JOB FUNCTIONS:

1. Function as night cashier. Input fees, payment transactions and financial aid data.
2. Prepare bank deposits.

ESSENTIAL JOB FUNCTIONS (Continued):

3. Perform general bookkeeping functions and assist in the preparation of accounting reports.
4. File records and maintain logs.
5. Receive and process student inquiries.
6. Process and post records. Process and assemble data for computer input. Balance detailed accounts with control.
7. Input a variety of accounting data into a computer.
8. Assist in the collection of student loans and other accounts.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 5 (Cashiers Office), Ocala Campus

SUPERVISOR OF POSITION: Director of Student Accounts