

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: NIGHT-CASHIER/ACCOUNTING CLERK (P/T)

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

HOURS: AS NEEDED

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 the first choice for quality higher education in our community." 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.
3. Perform general bookkeeping functions and assist in the preparation of accounting reports.

ESSENTIAL JOB FUNCTIONS (continued):

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)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access input and retrieve information from a computer.
- Ability to communicate orally.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.
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(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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

SUPERVISOR OF POSITION: Director of Student Accounts