

Position Announcement

Cashier Part-Time

Monday – Thursday, 9 AM – 5 PM

North Central State College is accepting resumes for a part-time Cashier in the accounting department.

Essential duties/responsibilities include but are not limited to the following:

Processing Student Payments

- Receive or accept payments for coursework tuition (both credit and non-credit) and various fees (e.g., transcripts, graduation, placement exams) remitted in drop box, by mail, in person or via telephone
 - Count money and make change. Store checks and credit card receipts in cash drawer
 - Operate computer and accounting/recordkeeping software to view accounts and post payments
 - Process financial aid paperwork to credit student accounts
- Research and respond to questions about outstanding balances, due dates, payment plans, receipt of payments from third-party sources
- Perform other duties as assigned

Billing

- Track student payments received and apply late fees as necessary
- Code student accounts for agency billing
- Perform other duties as assigned

Miscellaneous

- Distribute employee and work study student paychecks
- Fold and mail refund checks
- Prepare book vouchers
- Perform data entry
- Process student IDs
- Perform other duties as assigned

Qualifications:

- **Education:** High school diploma and post-secondary coursework in Accounting; Associate's degree in Accounting, Finance, Administrative Technology or Business Administration preferred
- **Experience:** Two years' work experience performing bookkeeping or accounts receivable functions using modern computer software.

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed until filled