

Job Description

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| Title: Head Cashier | Salary Band: B22 |
| CBA Position: KCSS | Band Range: \$33,756-\$47,259 |
| Department: Business Office | FY14 Budget: |
| Reporting Manager: Dean of Business Affairs | Account Number: |
| Direct Reports: Yes | ICCB Class: |
| FLSA: Non-Exempt | KC Status (Class): Support Staff |
| Expected Hours of Work: 40 | POSD: |

Job Summary:

The Business Office Specialist will maintain the student receivable functions of the Business Office and be a key resource for other office staff in regards to student receivable issues.

Supervisory Responsibilities: Yes, may coordinate the work of some full time, part time and student workers.

Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- 1-3 years of accounting support function, including customer service experience

Illustrative Examples of Essential Functions:

- Perform the student sponsorship billing; assist with the maintenance of tuition accounts, refunds and invoicing for students and external organizations.
- Prepare invoices and process cash receipts for financial billings.
- Oversee procurement card program.
- Provide support and assistance for annual external and internal audits. Process and file annual unclaimed property reports.
- Prepare reports and reconciliation reports and statuses upon request.
- Support Business Office staff by serving as an initial point of contact for faculty, students, staff and members of the public by receiving visitors at the front desk, answering phones, or responding to other correspondence as necessary
- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess excellent organizational skills
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of general administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment

- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014