

Cashier - PT  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=234229>

Downloaded On: Sep. 16, 2024 9:19am

Posted Apr. 5, 2024, set to expire Dec. 7, 2024

<b>Job Title</b>	Cashier - PT
<b>Department</b>	Bursar
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Apr. 5, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Cashier---PT_J0002055">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Cashier---PT_J0002055</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Department:**

Bursar

**Salary/Hourly**

\$21.76 Hourly

**Union/Position Status:**

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CSEA PT

**Posting Closing Date:**

April 20, 2024

Applications must be submitted by 11:59 PM the evening **before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

## **JOB DESCRIPTION**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves the receiving and recording of cash and check payments. The incumbent prepares and gives out receipts, makes change, and maintains various cash receipt journals. Work is performed under the direct supervision of a higher-ranking employee with leeway allowed for the exercise of independent judgment. Supervision may be exercised over a small number of temporary cashiers, assistant cashiers, and/or clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Receives cash and check payments tendered in person by individuals and by mail;
- Makes up and gives out receipts; makes change;
- Posts payment to cash received journals;
- Prepares and lists deposits, endorses checks for deposit;
- Balances amounts received against cash, journal entries, and receipt copies;
- Verifies correctness of remittance against accounts receivable ledgers and by comparison;
- Compiles periodic reports of receipts;
- Receives, disburses, and keeps records of a Petty Cash Fund;
- Examines any papers accompanying remittance to verify amounts before acknowledging receipt.

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**KNOWLEDGE, SKILLS AND ABILITIES:**

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Good knowledge of modern methods of maintaining and checking financial receipt and disbursement control records; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; working knowledge of single and double entry bookkeeping; ability to receive, account for, and prepare reports on large scale financial transactions; ability to make difficult arithmetic computations rapidly and accurately; ability to meet the public and to get along well with others; a high degree of accuracy; industrious and dependable; physically capable of performing the essential functions of the position with or without reasonable accommodation.

**MINIMUM QUALIFICATIONS:**

A. Graduation from high school or possession of a high school equivalency diploma and three (3) years of general office experience, at least one (1) year of which must have involved customer service or similar role involving public interaction that included handling cash and financial transactions;

Or

B. Five (5) years of general office experience, at least one (1) year of which must have involved customer service or a similar role involving public interaction that included handling cash and financial transactions;

Or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**SPECIAL REQUIREMENTS:**

**Official transcripts will be required for successful candidates within 30 days of hire.**

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**Hours are as follows:**

Tuesday 9:30 am - 3:00 pm

Thursday 8:30 am - 3:30 pm

Friday 8:30 am - 3:30 pm

Contact Human Resources at (716) 851-1840 with any questions.

***Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.***

**Notice of Non-Discrimination**

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

**Civil Rights Compliance Officer**

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Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 270-5735

*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**