

Job Description
Western Oklahoma State College

Job Title: **Part-time Student Billing Cashier**

Qualifications

Education: High School Diploma; A.A. degree or equivalent preferred.

Credentials: None

Special Knowledge, Skill or Ability: Knowledge of basic bookkeeping and experience in preparing billings and claims for payment. Must be able to operate computers and have proficiency with spreadsheet software (Excel) and operate 10-key by touch. Must be familiar with computerized cash registers and have experience handling check, credit card, and cash transactions.

Training or Experience Required: Minimum of one-year experience clerical/bookkeeping and/or cashier related experience. Some microcomputer/bookkeeping education can substitute for actual experience.

Reports to: **Director of Student Billing/Controller**

Performance Expectations: Resolves/interprets rules, procedures, and policies to assist customers/students and to simplify decision making. Follows health and safety policies, regulations, and works safely. Adheres to departmental rules concerning dress, attendance, leave usage, etc. Uses creativity and initiative to perform work and solve problems. Cooperates with and assists other employees. Demonstrates a positive attitude toward students, staff, and the public.

Contact with Others: An incumbent in this position has regular contact with persons outside the college which requires tact and diplomacy, independent judgment, problem solving, and interpreting policies and procedures.

Essential Job Functions/Performance Responsibilities:

1. Operate cash register/computer to ring up bills.
2. Prepares accounts receivable billings.
3. Balances a till each day to a specified amount.
4. Assists Director of Student Billing and Head Cashier with other clerical tasks.
5. Performs other duties as required.

Supervision Exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions: Other than those physical/mental requirements included in the essential functions, employee must be able to communicate on the telephone and in person.

Evaluation: Performance for this job will be evaluated in accordance with Board policy.

REVISED: 5/7/2018