



POSITION ANNOUNCEMENT
OCTOBER 29, 2018

CASHIER BUSINESS OFFICE

The University of Rio Grande/Rio Grande Community College invites applications for a full-time Cashier. Under general supervision from the Director of Accounting in the Business Office, this position receives and records tuition, funds, gifts and other payments, disburses refund checks, expense reimbursement, etc., records transactions, prepares deposits, and provides assistance and information to faculty, staff, and students, and receives and processes department and non-departmental charges.

PRINCIPAL DUTIES:

- Open and close the front counter in the Reardon One-Stop Service Center
- Receive tuition payment, funds, and gift payments
- Disburse student refund checks and expense reimburse checks
- Prepare deposits for all bank accounts
- Receive collection and payments from installment plans
- Prepare daily cash close out and run edit report from GP and SS
- Make sure safe guard of asset and follow the procedure of daily close
- Customer service: explaining procedures, answering questions, resolving problems, via e-mail, or telephone
- Prepare and record monthly department charge for postage, printing, and other miscellaneous charges
- Prepare third party billing
- Pick up and distribute mail from the post office
- Assisting auditors as necessary in preparation of the annual audit
- Organize and maintain various files related to cash receive function in accordance with Business Office practices and the University records retention policy

MINIMUM QUALIFICATIONS:

Associate Degree in Accounting or related field; 1 to 3 years of related experience (or combination of education and experience); Excellent math and accounting skills; knowledge of modern office procedures and methods; strong knowledge and experience with computer and software applications (including Microsoft Office Suite); and excellent oral and written communication skills required. Candidates must be willing to participate in special training programs and classes (as required) and demonstrate an ability to work with a diverse population, establish priorities, and work independently in a fast-paced office environment.

APPLICATION INSTRUCTIONS:

Qualified applicants must send a cover letter (detailing their interest and qualifications), updated resume, and the names and contact information of at least three references to:

Mr. Chris Nourse
Director of Human Resources
Email: HR@rio.edu
Fax: 740.245.5266

Review of applications will begin immediately and will be accepted until position is filled. Background check required prior to hire. For additional information, please visit: www.rio.edu.

The University of Rio Grande/Rio Grande Community College is a unique partnership between a public community college and a four-year comprehensive university. Deeply rooted in Appalachian history, both institutions are committed to encouraging life-long learning, personal and professional growth, critical thinking and problem-solving skills and effective written and oral communication skills to students from the southeastern Ohio area, the state, the nation and the world. The campus of the university and community college is nestled in the rolling hills of southeastern Ohio, and is adjacent to the original Bob Evans Farms and Homestead in Rio Grande. Rio is an Equal Opportunity Employer.