



Position Title: Cashier

Department: Business Office

Reports to: VP for Finance

Appointment: Hourly Part-time Position (Flexible 10 – 15 hrs/week)

POSITION SUMMARY:

Performs daily cash receipt function duties. Performs a number of ongoing responsibilities in accounting procedures under general supervision. Makes bank deposits. Performs general clerical duties.

TASKS

- Complete all deposit functions for the Business Office, Gift Shop, Advancement, Library, etc.
- Process credit card payments and complete a daily batch
- Balance a cash drawer daily
- Enter and post student account payments and fiscal cash receipts. Print all Bank Transaction Journals and Posting Journals
- Maintain a daily cash sheet
- Produce the bi-weekly Cash Report for the VP of Finance
- Work with the Student Accounts Office to assist students and parents with payments and questions during the Registration process at the beginning of the Fall Semester
- Maintain a spreadsheet of payments and information available to the professors for Study Abroad trips
- Greet people coming into the offices whether campus personnel, students or visitors.
- Be prepared to provide information and reports for the auditing process

SKILLS AND ATTRIBUTES:

- Strong work ethic, integrity, and a positive attitude with a commitment to excellence
- Must be organized and detail oriented
- Able to learn computer data entry process and procedures quickly
- Complete tasks in a timely manner
- Work on multiple tasks with interruptions in an energetic environment
- Work well under pressure with periodic heavy workloads
- Self-starter and self-motivated; able to work with minimal supervision
- Communicate effectively both orally and in writing
- Effective telephone communication skills
- Ability to establish and maintain positive working relationships with other employees
- Ability to handle confidential material judiciously

Experience & Education:

High School Diploma required, Associate of Arts or Bachelor's degree preferred. Teller Experience and Professional Business Experience preferred.

Application Process:

A cover letter and resume, along with a completed TFC staff application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. Review of applications will begin immediately,

Office of Human Resources

and the position will remain open until filled. The TFC staff application can be found at tfc.edu/employment. All application materials must be submitted for a candidate to be considered.

Office of Human Resources

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