



## **JOB DESCRIPTION- CASHIER SERVICES SPECIALIST**

### **General Description/Primary Purpose:**

The Cashier Position will be responsible for collecting and accounting for all funds due to and received by the institution in accordance with College policy and State and Federal regulations. This person is responsible for Student Billing and Receivables and will aid the AR Specialist, Comptroller, and other staff to ensure that all procedures are in compliance with the U.S. Department of Education regulations, Federal Law, State Statutes, and College Policies and Procedures. Other responsibilities include but are not limited to general cashier functions, daily reconciliations, and maintenance of the filing system for all accounts.

**Classification:** Full-Time, Exempt Staff

**Salary:** Commensurate with qualifications, education and experience, plus fringe benefits.

**Appointment:** 12-month appointment

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Description of Job Duties:**

1. Collect funds due to the institution.
2. Post charges and revenues to student and non-student accounts.
3. Balance daily receipts.
4. Responsible for check-out and check-in of cash boxes for various activities sponsored by the institution.
5. Generate and evaluate regularly the Business Office Hold list.
6. Review student accounts periodically for unpaid balances.
7. Responsible for payment arrangements for accounts receivables.
8. Refer accounts receivables to external collection agencies as deemed necessary.
9. Review student accounts periodically for credit balances and initiate refunds as appropriate.
10. Research and validate account inquiries and balances as requested.

11. Responsible for security of the area to include monies received, documents, and systems data access.
12. Maintain a neat, efficient, up-to-date filing system and records.
13. Aggressively seek and implement technological or other advances which serve to streamline processes and improve efficiency.
14. Exhibit pro-active attitude and actions.
15. Handle all requests/inquiries efficiently and courteously.
16. Maintain up-to-date Policies and Procedures for Accounts Receivables and Student Billing.
17. Attend meetings to keep up-to-date with areas of responsibility.
18. Deal with all individuals having business with the business office in a tactful, courteous, and professional manner.
19. Answer telephone, handle questions and inquiries, and provide back-up to other areas within the Business Office as needed.
20. Assist in training of employees, student workers, etc.
21. Serve on various committees as requested.
22. Report directly to the AR Specialist with overall direction provided by the Comptroller.
23. Accept other duties as assigned..
24. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests.
25. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

**Required Knowledge, Skills, and Abilities:**

Individual must possess the following knowledge, skills, and abilities or be able to explain and/or demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Develop and maintain the ability to operate office equipment, e.g., computer, laser printer, adding machine, copy machine, fax machine, telephone, etc.
- Ability to organize, manage, and coordinate all aspects of any office situation and maintain the ability to set priorities, organize, plan, and perform assignments, daily projects and meet deadlines and commitments without immediate supervision.
- Maintain the ability to schedule time and to work efficiently under pressure of deadlines.
- Maintain excellent proofreading skills for grammar, spelling, punctuation, and format and have the ability to communicate orally and in writing with internal and external constituencies.
- Must possess good "people skills".
- Must maintain confidentiality of the college and general office business.
- Must possess a valid Oklahoma driver's license.
- Develop and maintain excellent working knowledge of the Microsoft Word Suite as well as any state-of-the-art technology.
- Demonstrate ability to read and speak the English language sufficiently in order to interpret office correspondence and respond to visitors efficiently and effectively.
- Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.

- Develop and maintain an attitude of service toward students, coworkers, and others in a tactful, courteous, and professional manner.
- Maintain a pleasant atmosphere in the office, and foster positive public relations with both on-and-off-campus constituencies.
- Participate in community service activities and programs.
- Attend professional development activities as necessary and/or required.

### **Other Ergonomic requirements:**

Performance of job function requires the ability to speak and hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Visual skills needed include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The individual must be able to work at a personal computer for extended periods of time as well as sitting for extended periods of time during board meetings. Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, and to otherwise demonstrate or explain how they can perform the essential functions of the job.

### **Hours:**

Monday- Thursday, 8:00 a.m. to 6:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). A flex schedule may be utilized if the area supervisor finds it necessary for the functionality of the department. Compensation time can be used if approved by the supervisor and the area Vice President in advance, per MSC policies and procedures.

### **Qualifications Standards:**

1. **Minimum Education:** Associate Degree in business or related field or a combination of education and experience. Associate Degree in accounting or bookkeeping preferred.
2. **Minimum Experience:** Working with accounting and bookkeeping software, computer and data entry skills, etc. Two years' experience in a similar position at a two-year College and/or University is preferred.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

### **Application Process:**

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

**Submit Application to:**

Human Resource Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, Oklahoma 73460  
MSCemployment@mscok.edu

**Application Deadline:**

Position will be filled when an acceptable candidate is identified.

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.