



Laredo Community College

An Equal Opportunity Institution • West End Washington Street, Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE: Cashier _____
 DEPARTMENT: Bursar _____
 PERSONNEL GROUP: Classified _____
 POSITION GRADE: 16 _____
 POSITION STEP: _____
 EMPLOYEE NAME: _____
 POSITION REPORTS TO: Bursar _____
 REVISION APPROVED BY: _____
 (Minimum approval level: Departmental Supervisor and Above)
 REVISION/APPROVAL DATE: _____

EDUCATIONAL REQUIREMENTS:

High school diploma or equivalent and two years college level courses with emphasis in business courses.

BASIC FUNCTION AND RESPONSIBILITY:

Responsible for the handling of cash deposits, cash receipts, financial aid transactions and other financial transactions for the institution.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Provide quality service to all LCC customers.
2. Provide information and services for all incoming phone calls.
3. Route phone calls to appropriate personnel.
4. Assist Senior Cashier in assigning tasks to work-study students.
5. Assist in 1098-T mail-out process.
6. Contact students that have not picked up refund checks.
7. Provide assistance during special events or College community functions.
8. Distribute incoming correspondence.
9. Provide notification to departments for check requests.
10. Mail accounts payable checks and distributes on-campus checks to employees when applicable.
11. Process tuition payments and issue receipts to students.
12. Process miscellaneous (manual) receipts for numerous college organizations, departments, and community.
13. Handles filing of refund requests, check requests, installment contracts, tuition/book advances, NSF files, and other documents.
14. Request checks for financial aid advances and scholarships.
15. Assist in the disbursement of financial aid award checks such as PELL, SEOG, TPEG, TGSL, payroll, work-study, and scholarships.
16. Reconcile cash receipts to cash tendered on a daily basis.
17. Reconcile credit card receipts to terminal batch settlement report and the Student Information System (SIS) close-out summary.
18. Reconcile petty cash and vending refund receipts on a daily basis.

19. Assist in maintaining tuition and fee receipts filed by enrollment period.
20. Provide support to LCC South office during peak periods or as required.
21. Perform other related duties as assigned by Senior Cashier and/or Bursar.
22. Perform all duties with utmost confidentiality.

EXPERIENCE:

One (1) year experience in handling of cash

SKILLS, KNOWLEDGE, ABILITIES:

Skilled in the use of 10 key calculator, typewriter, personal computer and various office machines. Must have thorough knowledge in handling cash and reconciling as required. Must have knowledge of double entry accounting. Must be able to maintain a pleasant and positive work attitude among employees; and must be able to work under pressure to meet deadlines; must be able to work priorities and must be able to work other than regular hours as required.

LICENSES/CERTIFICATES:

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing __ pounds.

WORKING CONDITIONS:

Inside Work-in a well lighted and air conditioned area most of the time

-Or-

Outside will be exposed to all types of weather, noise, and vibration from equipment.

SPECIAL CONDITIONS:

Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.

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