



CONNORS STATE COLLEGE
WARNER / MUSKOGEE
RT. 1 BOX 1000
WARNER, OK 74469
918 463 2931

HUMAN RESOURCES DEPARTMENT

Job Announcement

Job Title: Business Office Cashier
Report to Bursar

Status: Full-time, non-exempt

Job Overview:

Receipt payments on accounts, both student and departmental, assist students in analyzing and understanding their statements. Distribute payroll checks, both students and employees, assist in making collection calls for past due accounts.

Duties and Responsibilities:

- Receive payments,
- Assist students in analyzing and understanding their statements
- Count head cashiers drawer and deposit daily
- Distribute work study/college paychecks
- Receipt bookstore deposits
- Deposit misc. funds received and forward to accounting assistant for write-up
- Prepare cash drawer for games and activities
- Prepare student bills for mailing
- Create overpayments
- Prepare overpayment checks for mailing
- Assist in making collection calls for past due accounts

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Knowledge, Skills and Abilities:

- Must have good interpersonal skills
- Must have good verbal and written communication skills
- Must have cash handling experience
- Proficient in Microsoft office suite
- Ability to work in a fast paced atmosphere
- Must be friendly and able to deal with stressful situations
- Associate degree preferred

Special Requirements:

Must be able to lift up to 25 pounds