



# Coastal Bend COLLEGE

Position Title: Accounts Receivable Cashier

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Location: Beeville  
Hours: 40 hours/week  
Classification: Non-Exempt  
Division: Administrative Services  
Department: Business Office  
Wages: \$12/hourly  
Reports to: AR Manager

## **I. Education Requirements**

High School Diploma or GED and a minimum of one-year related experience.

## **II. Qualifications:**

Prior experience working in a general office environment, excellent communication and customer service skills and demonstrated abilities to work with various software applications, perform simple mathematic calculations, and operate basic office equipment such as telephones, printers, credit card machines, copiers and scanning equipment.

## **III. Essential Functions:**

The Accounts Receivable Cashier must be well suited for interacting with a diverse volume of students, staff and the general public with tact and diplomacy, as well as resolve student and non-student accounts in a judicious manner that complies with Board Policy. Must be familiar with college billing, refund policies and FERPA confidentiality regulations. Must have ability to research questions and provide answers to a variety of student inquiries.



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## **IV. Job Responsibilities:**

- Performs cashiering and back office functions that follow specific college procedures and Board policies.
- Daily maintenance and recording of payments and charges to online and traditional student accounts including room, board, parking, tuition and fees.
- Issue refund checks when required, and process account reconciliations.
- Prepare and record petty cash distribution.
- Investigate problems with student accounts and work with necessary staff to resolve them.
- Balance cashier drawers and prepare bank deposits daily.
- Provide technical assistance to students and staff regarding the assessment of tuition and fees, setting up payment plans, refund policies and other inquiries.
- Record fines and delinquent payments, indicate on student records any restrictions due to unpaid tuition, fees or fines.
- Coordinate third party billing needs.
- Perform other clerical tasks as assigned.
- Flexible full time availability Monday – Friday during normal business hours of 7 a.m. to 6 p.m.

## **V. Other Responsibilities**

Active participation in the College's Quality Enhancement Plan (QEP), Cougar Smart Start.

Collaborate in the development and successful submission of the SACSCOC 5<sup>th</sup> year interim report.



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## VI. Travel Requirements

Periodic travel to all four campus sites may be required.

## VII. Environment:

Work is primarily performed in an indoor professional environment. Some evening/and or weekend work may be required during peak registration periods.

I have been presented with the job description for the position of:

### ***Accounts Receivable Cashier***

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_