

Posted: October 29, 2009

Closes: November 12, 2009

**POSITION ANNOUNCEMENT
All Qualified Applicants May Apply**

CASHIER 1: The current vacancy in fiscal services (Wenatchee campus) is a full-time, overtime and benefit eligible position expected to begin as soon as possible. Applications received from this recruitment will be used to fill this position only and remain on file for the next three months.

STARTING SALARY:

Range 30: \$2113/month plus benefits.

BASIC FUNCTION:

Under direct supervision, perform cashiering and cash reconciliation duties, prepare bank deposits, process accounts receivable and reconcile various accounts, perform clerical and fiscal tasks as necessary.

DUTIES & RESPONSIBILITIES:

- Perform cashiering duties; process payments received in person, by phone, mail and EFT; release various disbursements; wait on customers who need information or directions; make adjustments and corrections to customer accounts as directed.
- Review web credit card payment process, including setting and reconciling.
- Review daily cashiering batch summaries, making corrections when necessary; research and correct cash out-of-balance conditions.
- Process NSF checks – including contacting check writer, submission to contracted letter writing service, reverse accounting, and request de-enrollment for non-payment.
- Work closely with Fiscal Tech Lead and Financial Aid office with Title IV Collection procedures.
- Review monthly check register, following up on discrepancies, skipped check numbers, and old checks.
- Maintain the customer accounts database.
- Assist with the preparation of financial statements and reports.
- May lead student employees.
- Work on special projects as assigned.
- Attend training as required to maintain professional competence and technical knowledge.
- Perform related tasks as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED certificate AND six months of experience operating a cash register.

DESIRED QUALIFICATIONS:

Experience working as a cashier or equivalent position.
Experience with Microsoft Office programs, especially Word and Excel.
Bilingual in Spanish/English.

BENEFITS:

Benefits include: medical and dental coverage, and life and long-term disability insurance as currently provided under the Public Employee Benefits Board, paid holidays, personal holiday, annual leave and sick leave. This position is covered by the Public Employees Retirement System.

DEADLINE:

Completed applications must be received in the human resource office by **4 p.m., November 12, 2009.**

APPLICATION PROCEDURE:

To be considered for this position, you must:

- Submit a cover letter which summarizes how your education, training and experience demonstrate your ability to perform the duties and responsibilities.
- Complete WVC application for employment (available on-line at www.wvc.edu or through the human resources office).
- Submit a current resume.

It is your responsibility to submit all required application materials before the deadline. Other unsolicited materials will not be shared with the screening committee and cannot be returned to you.

Application materials may be requested from:

Wenatchee Valley College
1300 Fifth Street
Wenatchee, WA 98801
(509) 682-6440
TDD (509) 682-6837/(509) 682-6853
Email: jobs@wvc.edu
Website: www.wvc.edu

Assistance will be made available in the application and pre-employment screening processes for applicants with disabilities that request such assistance in advance.

CONDITIONS OF EMPLOYMENT:

In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.

Prior to appointment, the successful candidate must pass a criminal history background check.

Person hired must become a member of the union, WPEA, or pay a representation fee within thirty days after employment.

Wenatchee Valley College is an equal opportunity employer