POSITION: CASHIER
(Classified As: Accounting Technician II)  

Full-time, temporary position with the possibility of reappointment available in Financial Services on or after September 15, 2015 and ending on or before September 14, 2016. Possibility of reappointment based on budget, department needs, and job performance.

ESSENTIAL DUTIES: Under the general supervision of the Director of Cashiers and Cash Management, this position will participate as a team member responsible for receiving, recording, maintaining, and analyzing records of payment transactions including all fees and amounts due to the University and its related entities. This position is a journey-level accounting technician requiring the skills necessary to perform a wide range of record keeping procedures, maintain accurate records, and analyze, problem-solve and reconcile financial transactions. In addition, this position will provide information and service to students regarding their financial accounts, use initiative and judgment, within specifications of standard practice and established guidelines, in analyzing information and determining a course of action, and assist in various duties of the student financial services department. Typical duties include, but are not limited to:

- Receive, receipt, reconcile and maintain payments made to the University and its related entities. Reconcile related sub-system transactions (PeopleSoft Student, Cashnet, etc.), to general ledger feed, investigate differences and recommend corrective action to accounting or appropriate person.
- Cash handling. Post data to journals, registers and ledgers. Work cooperatively and productively as a member of a team. Provide excellent customer service to students and others.
- Prepare and reconcile daily deposits, balance daily receipts and generate required reports for reconciling to general ledger.
- Maintain various financial aid program funds and reconcile between student system and general ledger monthly or more often as needed.
- Maintain student system, general ledger, accounts receivable and accounts payable.
- Maintain and release financial holds on student accounts. Process student refunds, adjustments, and waivers, using thorough knowledge of fee assessment rules, payment deadlines, pro-rata percentages and eligibility. Submit and track past due accounts with outside collection agencies and the Franchise Tax Board.
- Independently respond to and resolve student and parent inquiries and other questions from campus community, faculty, staff, agencies and the public.
- Prepare ad-hoc reporting accounts utilizing databases query tools as needed.
- Maintain third party pay accounts involving contacts inside and outside the University and reconcile monthly or more often as needed.
- Disburse checks not processed electronically or by mail. Process and maintain electronic funds transfer authorizations from students, faculty and staff.
- Maintain accurate and productive amidst frequent interruptions and a high volume of work, adaptable to change (i.e. work environment, technology), to meet operation needs.
- Prepare weekly, monthly, and annual reconciliations or more often as needed using database query tools.

MINIMUM QUALIFICATIONS:
- Degree of college level accounting coursework is desirable but may be substituted with any combination of education and experience which provides the specified knowledge and abilities.
- Equivalent to three years of progressively responsible financial record-keeping experience which has provided the above knowledge and abilities.

PREFERRED QUALIFICATIONS:
- Demonstrated experience with the State of California and CSU rules and regulation is highly desirable. Working knowledge of governmental accounting policies and procedures preferred.
- Demonstrated skill in using database programs/automated accounting systems (PeopleSoft preferred).
- Ability to speak Spanish to effectively communicate with customers in person or by phone is helpful but not required.

SPECIALIZED SKILLS AND ABILITIES:
- General knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices.
- Ability to review financial documents for accuracy, completeness, validity, and adherence to standards. Ability to compute and post numbers rapidly and accurately.
- Ability to maintain files and records; identify, trace, and correct errors. Ability to follow directions; interpret and apply written rules and regulations.
- Ability to establish and maintain effective working relationships with others. Ability to exercise tact, courtesy, alertness, and good judgment in responding to others.
- Ability to use computer word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems, such as student accounting, cashiering and student financial aid.
- Ability to read and write English at a level appropriate to the position. Ability to apply accounting procedures and practices to the analysis of basic accounting problems.
- Ability to analyze and interpret accounting data. Ability to apply problem solving techniques in finding solutions to basic accounting problems.
- Ability to understand and apply applicable rules, regulations, policies, and procedures. Ability to work independently. Ability to make sound decisions and recommendations regarding accounting activities.

SALARY RANGE: $3,010-$4,746 per month plus excellent paid benefits.

APPLICATION DEADLINE: September 4, 2015

APPLICATION PROCEDURE: Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html), cover letter, and resume to:

California State University, Stanislaus - Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle - Turlock, CA 95382

For questions, please contact: Mr. Jim Phillips (209) 667-3241

A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, credit records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Applicants requiring reasonable accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Ed41_2414.pdf

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A MANDATED REPORTER UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT. CLEARY ACT IN COMPLIANCE WITH THE JEANNE CLEARY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT. CRIME REPORT STATISTICS ARE AVAILABLE AT: http://www.csustan.edu/ulipd/pages/campus/crimestatistics/index.html.