

Manager, Cashier

FLSA Status: Exempt

Pay Grade: 20

Job Title ID: 164500

Job Series/Job Family: Business Services Series / Cashier Family

Reports To

Director, Student Accounts

Job Purpose

To supervise the administration of disbursements, collection, and receipt of college funds, and coordinate the payment logistics for the registration process.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates logistics for distributing financial aid, payroll, and accounts payable
2. Reconciles college revenues, to include debt collection.
3. Coordinate and clarify armored transport schedules and billings, bank deposit corrections, and internal and external logistics, procedures, and processes.
4. Reviews needs for staff training and establishes training programs.
5. Develops and reviews operating procedures to increase efficiency.
6. Supervises the collection process for returned checks.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Accounting, banking, and applied accounting principles and practices.
- Supervisory and management principles, practices and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively handle stressful periods of peak activity.
- Meeting multiple deadlines and multitasking.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Supervising and coordinating the activities of subordinate personnel.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Handling money with exacting accuracy.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is primarily performed in a standard office environment

Work Experience

Required

- Two years related work experience, to include one year banking or a business related environment and one year supervisory work experience.

Education

Required

- Bachelor's degree, to include nine credits college level accounting, finance, statistics, or business related courses.

Licenses/Certifications

Required

- Valid Texas driver's license.

Other

Required

- Reliable transportation for Austin area travel.

Preferred

- Knowledge of ACC Administrative Rules, College catalogue, course schedule, federal and state regulations, and/or department procedure manual.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.