

The University of Akron
Classification Specification

Job Title:	Department Cashier Sr-WC	Job Code:	42213
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	5/14

Job Summary:

Responsible for answering a diverse list of questions regarding the assessment of Tuition & Fees and the application of Financial Aid and other charges. Assist with phone calls, back room operations and processing of receipts at Wayne College.

Essential Functions:

45% Analyze student account information; review, troubleshoot and verify financial aid inquiries and calculate/confirm accurate tuition rates. Reconcile computer printouts.

30% Set up payment plan accounts, collect down payments and verify applications, review financial hold, run account audits and verify departmental deposits.

15% Assist in office as needed, phone bank, front desk, collection calls/payment arrangements, scanning and filing/record retention review.

10% Post and calculate various non negotiable credits like waivers and remissions, print and review 1098T tax forms and distribute special refunds for pick up/open and sort incoming mail.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience performing cash handling duties while using credit card machines, typewriter/keyboard, validators and adding machines. Strong organizational and customer services skills required. Ability to concentrate despite frequent questions and/or problems required. Knowledge of basic bookkeeping procedures and the ability to solve problems. Basic computer skills including word processing, spreadsheet, and database capabilities required to generate reports and process information..

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.