

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Student Account/Cashier Specialist	<b>Job Code:</b>	42216
<b>Job Function:</b>	Staff	<b>Grade:</b>	117
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	2000 Finance Accounting Division	<b>Date:</b>	9/07

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**Job Summary:**

Provide guidance to cashier staff, students, parents, University department and outside organizations and agencies on student account related concerns. Coordinate, administer, collect and audit all outside scholarships. Coordinate workflow for Cashier's Office and act as back-up to Cashier Manager

**Essential Functions:**

40% Coordinate, administer, invoice, collect and audit 500+ third party scholarship accounts. Maintain related computer databases, files and online registrations.

40% Counsel and provide guidance to students, parents, University departments and outside agencies on proper guidelines, procedures and information regarding student accounts.

20% Provide functional guidance over staff which includes account related questions, performing end-of-day balancing, transmission and monitoring daily of the Cashnet System.

10% Coordinate workflow and supervise assigned staff in the Cashier's Office

10% Assist with projects and other duties as assigned. May also assist with the implementation/upgrade of PeopleSoft and related databases.

**Education:**

Requires a relevant Associate Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years experience in student accounts within a higher education environment. Working knowledge of state and federal regulations and university policies and procedures as related to student accounts required. Ability to counsel students and parents in all areas affecting student accounts required. Advanced computer skills to include word processing, spreadsheets and database administration. Strong problem-solving, research and communication skills required. Ability to function in a fast paced, high volume work environment required. Ability to interact with people from diverse cultures and backgrounds required.

**Leadership:**

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**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.

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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.