

Position: Cashier (Part-Time)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

Location: Business Office

Work Schedule: Part-time, At-Will, hourly staff position. 20-25 hours per week. Monday through Friday 9 a.m. to 2 p.m. schedule with additional hours as required by university and group needs.

Overview: The cashier will advance the mission of Kansas Wesleyan University, primarily through managing and executing cash receipting and bad debts for students, and process payments from all institutional offices. The position is responsible for maintaining confidentiality, safeguarding financial and student data, and following university financial control procedures.

Key Responsibilities:

- Provide students and internal/external patrons with accurate and timely payment receipts and account information.
- Receive and process all forms of payments including cash, credit cards, wire transfers, vouchers, and ACH transactions according to university policies and PCI regulations.
- Post payments to student accounts and other appropriate general ledger accounts.
- Generate cash journals for gifts and provide required documentation to the Advancement Office.
- Balance cash drawers and complete required general ledger postings.
- Reconcile petty cash funds.
- Ensure proper general ledger coding of receipts and transactions.
- Prepare and verify daily bank deposits for funds received by the Business Office.
- Maintain deposit logs and reconciliation records according to university procedures.
- Report discrepancies or irregularities immediately to the Controller or supervisor.

- Assess and apply fees for bank returned items including NSF checks, stop payments, closed accounts, and credit card convenience fees.
- Process monthly charges for non-student renters and facility rental fees.
- **Other Duties:** Performs other appropriate and reasonably required duties assigned by the position's supervisor.

Student Accounts (Accounts Receivable) Management

Support the full accounts receivable cycle for student and institutional accounts while assisting with collection activities and maintaining accurate records.

Responsibilities include:

- Review student payment plans and accounts for delinquent balances and contact students regarding payment reminders.
- Manage student ACH returns through bank processing systems and charge student accounts accordingly.
- Run and review monthly billing statements for potential errors, seek appropriate approval for corrections, and post adjustments.
- Review credit balance reports bi-weekly to ensure accuracy of student refunds prior to processing.
- Review student accounts monthly for potential write-offs and referral to collection agencies.
- Place and remove financial holds on student accounts for non-payment or other approved reasons in accordance with institutional policies.
- Assist with the development and implementation of collection strategies and procedures.
- Maintain confidential student records in accordance with FERPA requirements.

Regulatory and Compliance Requirements

The position must comply with all applicable federal regulations and university policies, including:

- Payment Card Industry Data Security Standard (PCI-DSS) for handling credit card transactions and protecting payment data. <https://www.pcisecuritystandards.org>
- Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality and protection of student educational and financial records. <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Performance Goals:

- Complete and up-to-date task manual, including screen shots and explanation of processes.
- Compliance with PCI and FERPA.
- Monthly entries occur without constant monitoring and reminders.
- Funds are deposited in a timely fashion.
- Clear understanding of the policies/procedures as to why receipts are posted in a specific way.
- Performance Reviews

- Informal weekly reviews of priorities and performance based on assigned tactical goals and objectives.
- Formal annual review and goal setting to review past performance and set coming strategic and tactical goals and objectives for the coming year.

Qualifications:

- **Education:** Minimum required - High school diploma or Associate's degree, or equivalent work experience in a similar role. Preferred - Bachelor's degree in accounting, business administration, finance, or a related field.
 - One year of relevant work experience may be substituted for one year of education, or a combination of education and experience that provides the necessary skills to perform the essential duties of the position.
- **Experience:** Minimum required - one year of experience in: cash handling, credit card processing, customer service. Preferred - more than one year of experience in: cash handling and payment processing, accounts receivable functions, customer service in a higher education environment.
- **Skills:** Strong teamwork, organization, and alignment with the university's mission.