



UNIVERSITY OF DALLAS

The Catholic University for Independent Thinkers

University Cashier

Job Number: 3549UD

Business Office

Date Posted: 16 May 2017

WHO WE ARE

The University of Dallas is a private university leading in academics that has been consistently ranked as one of the top regional universities in the country, holds a place in the list of the top 10 Catholic colleges in the West by U.S. News & World Report, and is ranked in the top 15 Catholic colleges nationwide by Forbes. We thrive on professional development, a family oriented environment, rich tradition, and great employee benefits!

JOB DESCRIPTION

UD is currently seeking a University Cashier who will be responsible for receiving incoming payments, reconciling accounts, posting payments and other miscellaneous charges, and distributing checks. This individual will also be responsible for handling the petty cash fund, balancing the cash drawer, and assisting students with transactions and questions related to student accounts.

PRIMARY RESPONSIBILITIES

- Receives payments including, but not limited to, student payments and deposits. Verifies and posts payments to appropriate accounts and issues receipts.
- Reconciles up to three general ledger accounts.
- Prepares reconciliation reports including, but not limited to, Webcashier/ eMarket1, cash boxes, and Euro balances. Identifies and works with supervisor to resolve discrepancies.
- Posts return checks, return refunds from BankMobile, posting of collections, and Perkins payments.
- Posts late fees on payment plan and print credits.
- Provides guidance to students in the accurate application of their transactions using CashNet.
- Works with students to resolve questions or concerns about their student accounts.
- Completes Check Request Vouchers for ECSI and Collections.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.

MINIMUM REQUIREMENTS

- High School diploma/GED and two years of work experience in a business office with customer/public contact, including data entry and cash handling.
- Knowledge of accounting/bookkeeping.
- Knowledge of cash management principles, procedures and standards, and cash management systems such as Banner and CashNet.
- Proficiency in MS Office Systems.



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PREFERRED QUALIFICATIONS

- Experience in a computerized accounting environment preferred.
- Proficient Spanish speaking skills highly desirable.

ADDITIONAL INFORMATION

- The position may require the ability to work occasional irregular hours, including frequent evenings and weekends, as needed for success.

BENEFITS

UD provides competitive pay and benefits including eligibility to participate in medical, dental, life & disability insurance, employee events, health & wellness program, a free fitness center, at least 30 paid days off annually, accruing 12 days sick time, free tuition for employee and family, and retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas is an Equal Opportunity/Affirmative Action employer. The University does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age, or disability in the administration of its employment practices.