

UNIVERSITY OF DALLAS

Cashier

Job Number: 6875UD

Business Office

Date Posted: May 08, 2019

WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a University Cashier who provides general information, receive and record cash receipts, reconcile cash drawers and is custodian of petty cash fund.

PRIMARY RESPONSIBILITIES

- Receive visitors and phone calls, providing general information to customers and referring non-routine inquires to the appropriate staff member.
- Reconcile cash drawers and prepare summary sheet for all cash drawer session each day.
- Hand out AP checks
- Post payments for third party collection software.
- Posting of charges on to the student accounts.
- Posting of payments for student accounts and miscellaneous transaction.
- Scan document into system.
- Process return checks to student A/R or journal entry to charge department. Assist in account reconciliations
- Back up to Accounts Receivable function and assist with other duties as assigned.

MINIMUM REQUIREMENTS

- High School Diploma/ GED
- Two years work experience in a business office with customer/public contact, including data entry and cash handling
- Experience in a computerized accounting environment preferred. Knowledge of accounting/booking preferred.

ADDITIONAL INFORMATION

- The work is generally performed on-site in an office setting, with standard office equipment available. The noise level in the work environment is usually low to moderate.

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BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching 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.