

# NOTICE OF VACANCY

## Position Title: Cashier

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**SALARY:** Dependent on Experience

**REPORTS TO:** Financial Controller

**BENEFITS:** Institutional fringe package includes pension plans, life, health, dental and vision insurance

**POSITION DETAILS:** Full-time

**HOURS:** Monday-Friday; 8:00AM to 5:00PM

**START DATE:** Application review begins immediately and continues until the position is filled.

**SUPERVISORY SKILLS:** N/A

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Primary responsibilities are accepting and processing payments on all University accounts, including student tuition and fees, rental payments, scholarships, and other miscellaneous deposits; disbursement of student financial aid checks, including work-study payroll, scholarships, Pell Grant funds, and other student financial assistance.
- Coordination of student accounts receivable, including preparation of monthly statements; preparation of daily deposit, including balancing; and maintenance of student accounts, using both electronic and paper systems.
- Secondary responsibilities include responding to inquiries regarding accounts; preparing special reports or analyses as requested; overseeing student workers, and other duties as assigned by supervisor.

### REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Minimum of 1 - 3 years cashier or banking experience preferred.

- Demonstrated computer experience/aptitude.
- Demonstrated proficiency with general office equipment.
- Must be bondable.

**SKILLS & ABILITIES:**

- This position requires an individual who possesses outstanding people skills and a service attitude.
- The individual must also have the ability to work well under pressure and maintain accuracy.
- Successful candidate must demonstrate a high degree of individual initiative and observe high standards of personal and professional integrity.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to sit and stand for periods of time. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws

and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.