

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Senior Cashier, Admissions and Records

(Revised)

Job #07-027

Closing Date: 08/04/06

The Foothill-De Anza Community College District is currently accepting applications for **Senior Cashier, Admissions and Records, Foothill College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of Supervisor, Admissions and Records, facilitate cashiering services, including billings, collections, deposits, and reconciliations. Oversee the posting of student accounts. Reconcile daily cashier sales reports, bank deposits and electronic charges and transactions. Analyze student refund requests and determine eligibility and amount of refunds. Request, reconcile and monitor refund monies. Audit and research student accounts and calculate ending balances. Resolve formal disputes according to established procedures. Train and provide work direction and guidance to personnel. Monitor and update the Third Party Billing (TPB) system assuring procedures are followed by TPB users. Assure accuracy of government-funded grant payments to student accounts. Process and follow-up on billing involving outside agencies. Set-up and operate cash register. Collect monies for student activities and other District program fees. Prepare and maintain a variety of records and reports. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Three years general cashier experience.

PREFERRED QUALIFICATIONS:

1. Knowledge of record-keeping techniques.
2. Knowledge of modern office practices, procedures and equipment.
3. Knowledge of cashiering procedures and techniques.
4. Knowledge of accounting practices and procedures.
5. Ability to train and provide work direction to staff.
6. Ability to plan and organize work.
7. Ability to operate a variety of machines and equipment including a computer, cash register, credit card authorization machine; and other office machines.
8. Ability to make arithmetic computations with speed and accuracy.
9. Ability to maintain records and prepare reports.
10. Ability to establish and maintain cooperative and effective working relationships with others.

11. Ability to effectively use interpersonal skills with tact, patience and courtesy.
12. Ability to communicate effectively both orally and in writing.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Senior Cashier, Admissions and Records.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$3,219.93 per month plus benefits; level N-41

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Schedule: Monday – Friday 11:30 a.m. – 8:00 p.m.
Friday 8:00 a.m.– 4:30 p.m.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

-OVER-

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>