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**Student Financial Services** **Cashier**

**Job Purpose**:

Accurately receipt revenues to the proper account. Balance daily receipts to the cash reports. Prepare daily bank deposits. Fundamental role in achieving customer satisfaction and revenue objectives. Position includes duties related to Student Records and Financial Services, cross training and daily duties within the Financial Aid and Registrar’s areas.

**Minimum Qualifications:**

**Education:** High School graduate or GED equivalency required; Associates Degree preferred.

**Experience:** Three (3) years’ work experience in bookkeeping or related or a combination of education and experience from which comparable knowledge and skills are acquired

**Knowledge of:**

* Advanced knowledge of all applications of the Microsoft Office Package, including Word, Excel, and Outlook. Ability to work with file transfer systems.
* Computerized information systems used in financial and/or accounting applications.
* Cash handling policies and procedures.

**Skills and Abilities to:**

* Initiate and answer telephone calls; screen and direct calls; greet visitors and direct to appropriate personnel; route and distribute incoming mail and other materials; prepare outgoing mail and packages.
* Develop written reports and action plans.

**Essential Functions:**

* Performs various day-to-day cash deposits for students and University department under minimal guidance.
* Designs and/or executes an effective system of internal controls to ensure the security of data, record retention and the overall efficiency of the office. .
* Adhere to the governing documents, policies and procedures established by St. Bonaventure University.
* Backup Administer Perkins/SBU Loans programs, following due diligence requirements as directed by the Department of Education.
* Member of the One Stop Staff – perform task as needed to provide customer service to students and parents - knowledge of financial aid and registrar office.

Interested parties may submit cover letter, resume and contact information for three references to [hr@sbu.edu](mailto:hr@sbu.edu)

*St. Bonaventure University is an Affirmative Action/Equal Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, color, religion, sex, national origin, age, veteran status, disability, marital status, sexual orientation, or gender identity/expression. This principle is applicable to every member of the St. Bonaventure community, both students and employed personnel at every level, and to all facilities and services.*

In light of its commitment to create and maintain a safe learning and working environment, employment with St. Bonaventure University requires successful completion of a background screening.