NEW MEXICO HIGHLANDS UNIVERSITY
Job Description

Position Title: Cashier/Student Accounts Receivable Assistant  
Salary Grade: 10

Department: Business Office

Job Type: Full-Time

Reports To: Manager, Student Accounts Receivable  
FLSA: Non-exempt

SUMMARY: Receive process and reconcile payments. Process disbursements and assists in collections as needed. Assist and guide students on miscellaneous questions.

DUTIES AND RESPONSIBILITIES:

• Disburses payroll, travel, accounts payable, petty cash and reimbursement checks to students, faculty and staff.
• Receives and receipts cash items, third party payments, and departmental receipts. Reconciles payments to ledgers on a daily basis. Verify general ledger accounts to ensure accuracy of each transaction.
• Issues change and cash to students, faculty and staff.
• Prepares and process daily bank deposits; generate daily reports.
• Posts transactions to student and departmental accounts, and when necessary, research records.
• Assists in all aspects of collections on accounts receivable, including, but not limited to, making payment arrangements with students and participation in student orientation.
• Provides customer -service-oriented interaction in all telephone and e-mail responses to student, staff and faculty.
• Process paper documents utilizing the imaging and electronic document management system.
• Prepares stop payments and check requests.
• Prepares and process returned checks, including adjustments, journal entries and notices.
• Process and distributes incoming mail.
• Maintains confidentiality of university and student records.
• Performs other duties as assigned.
• Maintain regular attendance.

MINIMUM JOB REQUIREMENTS:

• EDUCATION: High school diploma or GED required.
• EXPERIENCE: Minimum of one (1) year experience directly related to the duties and responsibilities required. Demonstrated verbal and written skills will be important considerations.
  ○ PREFERRED: Knowledge and Experience utilizing Ellucian Banner.

SPECIAL REQUIREMENTS:

• Must be willing to work weekends, evenings, and odd hours as required.

KNOWLEDGE, SKILLS AND ABILITIES:

• Ability to calculate numbers, correct entries, and post to records.
• Knowledge of cash management principles and/or procedures.
• Knowledge of Microsoft Office products.
• Ability to effectively communicate accounting information, policies, and/or procedures in a manner easily understood by the customer.
• Ability to maintain composure when dealing with irate students and parents.
• Ability to balance accounts while working independently, multi-tasking and paying close attention to detail.

PHYSICAL DEMANDS:

• Repetitive hand motions and prolonged use of computer.
• Must occasionally lift and/or move up to fifty (50) pounds.
• Sitting for extended periods of time.
• Kneel, bend, reach and stoop.

**WORK ENVIRONMENT:**
• Work is performed in a typical interior/office work environment.
• Work with frequent interruptions.