



JOB DESCRIPTION

Job Title:

Account Specialist- Accounts Receivable/Cashier

Revised:9/21/22

FLSA exempt position (YES/NO): YES

Full/Part-time: Full-time

Classification: Professional

The Account Specialist- Accounts Receivable/Cashier Provides front-line cashiering and customer service to students, faculty and staff. Must be committed to serving a diverse college community. Actively participates in and contributes to continuous quality improvement. This position reports to the Business Office Coordinator and works in cooperation as a Business Office team member. The Account Specialist- Accounts Receivable/Cashier performs any combination of the following tasks in support of the Business Office and its financial function.

Essential Functions

The Cashier provides exceptional customer service to the College community while performing duties in the areas of cash handling and accounting. The Cashier assists in guiding the College community on cash handling policies and procedures and coordinates with others to achieve College, business office, and team goals.

Essential Job Functions:

- Provide a high level of customer service to the College community.
- Processes refunds on student accounts as applicable
- Reviews and analyzes cash receipts, Reviews daily encumbrances, Daily data entry for Business Office.
- Accurately process, record and deposit all cash receipts. Reconciles bank deposits, charge card payments, etc., with accounting records and processes Journal entries.
- Process and record all student and non-student account receivable payments.
- Disburse cash payments such as cash reimbursements, cash advances, student emergency loans, and miscellaneous cash disbursements to students and employees.
- Act as main Cashier and monitor, receive, and check all cash from transactions done by other cashiering stations on campus.
- Responsible for balancing cash on hand daily, ordering cash, and sending deposits to the bank.

- Prepare and perform month end closing procedures and balancing and meet month end activity timelines.
- Perform general reception duties, provide general services, and answer general questions.

Responsibilities and Additional Duties:

- Open and close the cashier window in accordance with the posted hours of operation.
- Safeguard cash and checks in the office at all times.
- Work with various departments to ensure that student payments, non-student payments, deposits, & disbursements are posted according to departmental or customer intention.
- Disburse payroll checks and accounts payable checks held for pickup.
- Respond to questions and inquiries in a timely manner.
- Communicate discrepancies to appropriate departments and confirm correction.
- Verify and review departmental deposits and process journal entries.
- Process electronic bank deposits and communicate with the bank when questions and issues arise.
- Prepare cash deposits.
- Monitor and check all external cashier activity, assuring all funds are received in a timely manner.
- Maintain and update Cashier procedures as needed.
- Demonstrate an understanding of, and ensure compliance with, the business offices internal controls and procedures related to all College policies, especially the Cash Handling Policy and Document Retention and Destruction Policies.
- Assist in the implementation and testing of new or revised systems, procedures, and record keeping.
- Ensure monthly close activity deadlines are strictly met.
- Complete additional projects or tasks as assigned by supervisor, including acting as backup for other team members.
- Perform other duties as assigned.

Requirements:

- Perform extremely detailed tasks with accuracy and attention to detail.
- Ability to work with large sums of cash and checks while multitasking.
- Be at work on time and have excellent attendance.
- Able to take lunch break at the same time every day when the cashier window is closed.
- Ability to collaborate with team members to ensure payments are properly recorded.
- Exercise judgment in communications with supervisor, team members, and all external departments.
- Prioritize work and tasks to meet deadlines and ensure completion of critical duties.
- Communicate effectively both orally and in writing, and interact effectively with a variety of diverse customers.
- Ability to deal professionally and tactfully with upset or difficult customers.
- Work as part of a team, as well as independently to ensure departmental goals are achieved.

- Analyze and interpret financial data in order to perform reconciliations and research discrepancies.
- Maintain a high level of confidentiality, and ensure sensitive data is protected.
- Have strong interpersonal skills, collaborative work style, and ability to effectively manage shifting priorities.
- Follow safety policies, practices, procedures and requirements.

Education and Training:

- Associate Degree in accounting or business-related field required, 2 years of experience in data entry of financial information and cash handling required. Knowledge of accounting/bookkeeping principles, maintenance of financial records, and general office practices required

- Bachelor's degree in related field preferred.
- Experience in higher education is preferred.
- Banking experience is highly desirable.
- Computer experience including proficiency in Microsoft Office Suite, Google Apps, and Internet applications in a Windows environment. Experience with Jenzabar is a plus, but not required.

- Must be able to work independently. as a team member and confidentially.

Physical, Mental and Environmental Demands:

- While performing the duties of this position, the employee is frequently required to stand or sit for extended periods and must manually count large sums of currency.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and up to 20 pounds on an occasional basis. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computer keyboard, mouse, 10-key calculator, phone, and similar machines.
- Multitasking while providing customer services is required for this position. Upset or difficult customers could cause stress.
- Work takes place in an office working environment. The noise level in the work environment is typical of most office environments with telephones, interruptions, and background noises.
- This position description is not intended to contain a comprehensive list of activities, duties, or responsibilities. Additional duties may be assigned based on business operational needs.

Language skills:

Strong verbal, written, interpersonal, and customer relations skills a must. Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to organize and prioritize work and meet deadlines. Ability to independently, with minimal supervision, perform the duties of the position.

Technology skills:

Computer Competency: Capable of applying and maneuvering within various software

packages including but not limited to Jenzabar, Microsoft Office,(Excel, Windows, Word, Outlook, Powerpoint) and Internet applications.

Physical Requirements

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.

The employee is required to sit for extended periods of time, walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear. Ability to use office equipment such as computer, calculator, and copier.

The employee must regularly lift and/or move up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Candidates should be able to work independently in a fast-paced, deadline driven, detail-oriented, multi task environment. Working outside of regular hours may be needed during peak times. The noise level in the work environment is usually low. Job performed indoors. Travel is required.

About Mesalands Community College:

Mesalands Community College is in Tucumcari, New Mexico nestled among the beautiful mesas of eastern New Mexico on Interstate 40 between Albuquerque, NM and Amarillo, TX and along historic Route 66. Outdoor opportunities abound with lakes, hiking, and mountains. MCC is ranked in the top 2.9% of all community colleges in the US, 11th most affordable community college in the US, and 2nd best community college in New Mexico. Historic Tucumcari is a small, affordable town with mid last century accents, top ranked local restaurants, and a small-town friendly charm. Mesalands is a small comprehensive community college where everyone works as a team for student success and access and is a residential institution attracting, not only local students, but students from across the nation and abroad. MCC is home of the North American Wind Training and Research Center, the Center for Innovation for Renewable Energy (wind, solar, and stored energy), the wind energy training program is ranked in the top 3 in the nation, the agricultural programs are ranked in the top 10 in the nation, a vibrant paleontology program hosts the Mesalands Dinosaur Museum of finds from local digs. In addition to a range of associate of arts degrees, ideal for transfer, MCC offers numerous occupational/technical associate of applied science degrees in a wide range of areas including cowboy arts, silversmithing, agribusiness, Farrier, and ranch sciences embrace the southwestern culture. MCC is home of nationally ranked athletics in both golf and rodeo. MCC is a proud Hispanic Serving and Rural Serving Institution, a member of Excelencia in Education, Hispanic Association of Colleges and Universities, and a leader in student success and access through guided pathways.

Closing Date:

The position is open until filled

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed. Use the following link to complete the Mesalands employment application.

<https://www.mesalands.edu/faculty-and-staff/employment/>

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application.

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment