

**POSITION:** Cashier

**POSITION AVAILABLE:** May 2020

**REQUIRED QUALIFICATIONS:**

- High school diploma or GED certificate
- Clerical experience
- Effective written and oral communication skills

**PREFERRED QUALIFICATIONS:**

- Experience in a community college
- Experience with Banner and/or Touch/Net

**SALARY SCHEDULE PLACEMENT:** Range of \$31,077-\$45,935 based upon the Alabama Community College System and Shelton State Community College Salary Schedule E4-5 to be determined by the applicant's education and years of applicable experience. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in accordance with the applicable work experience verification requirements stated herein.

**DUTIES AND RESPONSIBILITIES:**

- Provide excellent customer service to all internal and external customers
- Analyze student accounts to determine proper refund calculation
- Answer customer questions by telephone, email and faxes as assigned
- Prepare student, faculty, and staff identification cards
- Record vehicle registration information and distribute decals
- Assist with records retention and disposal
- Process stop payment paperwork for voiding and re-issuing of checks
- Assist students with payments on their accounts
- Distribute paychecks and check stubs monthly for non-direct deposited items
- Enter survey results and send to Institutional Research for reporting purposes
- Receive and record all College funds in TouchNet cashiering system
- Prepare bank deposit for review daily
- Process cash advance forms, receipts, and any unspent funds
- Reconcile daily cash drawer activity
- Maintain Cashier's Office files
- Deliver Business Services mail
- Add and remove Business Services holds as needed
- Assist with notifying students of balances due
- Add parking violation charges to student, faculty, and staff accounts
- Verify identity of payees and distribute checks for pickup
- Facilitate the timely and effective flow of campus communications and documents
- Demonstrate effective oral and written communication skills
- Demonstrate the highest standards of confidentiality, ethics, loyalty, honesty and integrity
- Complete assigned projects in a timely and systematic manner

- Work well under pressure and with others to meet deadlines
- Work independently on difficult and complex tasks
- Comply with policies of the Alabama Community College System and the College
- Serve on College committees as required
- Participate in professional development, compliance, performance excellence, and training activities as required
- Perform other duties as assigned by supervisor

**APPLICATION PROCEDURES:** Shelton State Community College employment announcements and applications are available at [sheltonstate.edu](http://sheltonstate.edu) or by contacting the Office of Human Resources at 205.391.2272 or [hr@sheltonstate.edu](mailto:hr@sheltonstate.edu). The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense for all in-person interviews.

**APPLICATION REQUIREMENTS:** A completed application packet consists of:

- ✓ A cover letter of application specifically detailing and relating the applicant’s education, and experience to the qualifications, duties, and responsibilities of the position.
- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ A copy of high school diploma, high school transcript or GED certificate that demonstrate the applicant meets the minimum education requirements.

**Application materials must be mailed or hand delivered to:**

Office of Human Resources  
 Shelton State Community College  
 9500 Old Greensboro Road  
 Box 238  
 Tuscaloosa, AL 35405  
[hr@sheltonstate.edu](mailto:hr@sheltonstate.edu)

**No faxed applications will be accepted. If you have questions, please call 205.391.2272.**

**APPLICATION DEADLINE:** The deadline for submitting all application materials to the Office of Human Resources is **April 20, 2020 at 5:00 p.m.** Incomplete or late application packets will eliminate the possibility of an interview.

**IMPORTANT – PLEASE READ CAREFULLY  
 WORK EXPERIENCE VERIFICATION:**

**Meeting Minimum Requirements:** For all positions on Salary Schedules B, C, D, and E, any applicant selected for an initial interview must provide written verification(s) of work experience demonstrating that the applicant meets the minimum work experience requirement for the position. **This information is not required prior to the application deadline but must be produced by the date of the initial interview. Noncompliance may preclude the applicant from being considered for a final interview.**

Verifications must be in the form of employment verification letters and must include employment dates and job title, be on official letterhead, and contain an authorized personnel signature. If an employment verification cannot be obtained due to a legitimate reason, for purposes of meeting minimum requirements an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms

documenting the term of employment. Work experience verification from current employer may, upon request, be delayed until an official offer of employment. Applicant must make this request in the form of a statement on a separate document.

**Salary Calculation:** For all positions on all Salary Schedules, the applicant that is selected for the position must provide written verification(s) of all work experience in public education in Alabama and all other work experience that directly relates to the requirements of the position, if such experience is to be considered in determining initial Salary Schedule placement. Verifications should be in a format that details complete employment dates, job titles, and job duties. Such verifications generally must be on official letterhead and contain an employer's authorized signature. Other forms of verification that may be considered include appointment letters and contracts; however, pay stubs, or W-2 forms may be insufficient for salary calculation purposes. Any offer of employment at a salary step greater than zero (0) is contingent upon production of this documentation within fifteen (15) days of the offer.

**EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:**

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.