



INTENT TO EMPLOY

Posting Date: October 21, 2020

Closing Date: November 3, 2020

POSITION: Cashier

POSITION AVAILABLE: December 2020

REQUIRED QUALIFICATIONS:

- High school diploma or GED certificate
- Three (3) years of cashiering experience in an educational governmental or financial institution
- Effective written and oral communication skills

PREFERRED QUALIFICATIONS:

- Experience in a community college
- Experience with Banner and/or TouchNet

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 or by contacting the Office of Human Resources at 205.391.2272 or 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

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 **November 3, 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: If the requirements for a position list work experience in a field or area the Applicant must provide written verification(s) of their applicable work experience in order to be hired for the position. Such written verification(s) of work experience must demonstrate that the applicant meets the minimum work experience requirement. Applicants who do not produce this information as indicated will be ineligible for hire and subject to having any offer of employment withdrawn.

Salary Calculation: For all positions on all Salary Schedules, the salary amount for the selected applicant is determined by step placement on the applicable schedule. Step placement is dependent upon the following: (a) all work experience in public education in Alabama and (b) all other work experience outside of public education in Alabama that, in the sole judgment of the College, directly relates to the requirements of the position. The applicant selected for the position must provide written verification(s) of this work experience within the time provided herein if such experience is to be considered in determining their initial step place on the Salary Schedule.

Format for Work Experience Verifications: Work experience verifications should be in the form of verification letters from employers and must include complete employment dates, job title(s), job duties, and an indication whether such employment was full-time or part-time, and if part-time, the average number of hours worked each week. The letters should be on official letterhead and contain an authorized personnel signature. The College's official employment verification form is also acceptable and is available upon request. 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. However, such documentation is generally insufficient for salary calculation purposes if job duties are not self-evident in the documentation.

Deadline for Producing Work Experience Verification: With limited exception, work experience verification documentation must be produced prior to any official offer of employment. Work experience verification from a current employer may, upon request, be delayed until an official offer of employment. Any offer of employment at a salary step greater than zero (0), or made without prior verification of any required work experience, is contingent upon production of this documentation by the applicant within ten (10) days of the offer.

It is the applicant's sole responsibility to provide this verification of work experience. The College is not responsible for any cost associated with such verifications.

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.