

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CASHIER AND BILLING TECHNICIAN I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform moderately complex accounting clerical work in the preparation, processing and maintenance of college accounting records; process and calculate student enrollment payments and registration fees.

DISTINGUISHING CHARACTERISTICS

The Cashier/Billing Technician I performs the full range of admissions and financial duties as assigned including auditing financial documents. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES:

Process student enrollment payments; calculate and receive registration fees; monitor adds and release of student holds. *E*

Audit documents and invoices for proper revenue and expenditure classifications; code data for correct budgetary charges according to prescribed accounting procedures; authorize payments for invoices. *E*

Post data to various ledgers, registers, journals and logs according to established account classifications and procedures; review purchase requisition forms for proper coding and authorizations; prepare checks and purchase orders for various accounts; disburse checks as requested. *E*

Maintain records of debts owed to the college for returned checks, book loans and emergency loans; maintain records of deposits and disbursements of trust funds for students; contact individuals by phone or in writing for payment of returned checks. *E*

Prepare daily cash summary; balance daily monies received from various college departments, including business office, bookstore, cafeteria, and admissions and records; reconcile deposit to cash register; balance cash drawer. *E*

Receive cash receipts and apply them to appropriate accounts; code cash receipts to their proper account; prepare bank deposits; coordinate and develop bank deposit pick-up and delivery schedule with armored car agency. *E*

Issue and monitor change funds for school activities, financial aid disbursements, the bookstore and cafeteria; process incoming money from school activities and snack vending machines; order change as needed from the bank. *E*

Collect, account and report for various fees collected for student service cards, parking passes, bus passes, shop receipts, district receipts, and outstanding student loans and debts. *E*

Distribute checks for financial aid grants, work study, payroll and loans; ensure all outstanding debts are paid before issuing checks. *E*

Reconcile bank statements; prepare financial reports for trial balances and income statements. *E*

Coordinate initialization and development of third party contracts; monitor billing/processing of third party contracts. *E*

Provide general information to college departments regarding District procedures; explain financial and accounting procedures to employees and the public. *E*

Check and tabulate statistical and financial data. *E*

Prepare miscellaneous billings and type bills. *E*

Monitor accounts receivable aging reports. *E*

Prepare a variety of reports as required by Federal and State agencies; prepare accounts for annual audit review. *E*

Coordinate or record credit cards to and from staff members. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic arithmetic.

General accounting and invoice auditing procedure.

Principles and procedures of bookkeeping.

Principles and procedures of record keeping.

Modern office procedures , methods and computer equipment.

Business letter writing and report preparation.

Principles of supervision and training.

ABILITY TO:

Learn the admissions policies and procedures of the District.

Perform arithmetic calculations, computational tasks and associated clerical functions with speed and accuracy.

Perform general financial clerical work related to the preparation, processing and maintenance of college accounts.

Respond to requests and inquiries from faculty, staff and students as related to assignment.
 Audit records and invoices for payment.
 Apply pertinent laws, rules and regulations of financial record keeping.
 Read and understand financial records and reports.
 Read and understand technical and procedural requirements.
 Operate adding machine, calculator, microfilm, cash register and computer or data processing equipment used in maintaining office files.
 Enter data at a speed necessary for successful job performance.
 Supervise and train assigned staff.
 Understand and follow oral and written instructions.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in accounting, bookkeeping or a related field and two years of increasingly responsible clerical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:
 Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements:

- | | |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |
-
- | | | |
|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>2</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>3</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>1</u> | h. | Ability to lift 25 lbs. |
| <u>1</u> | i. | Ability to carry 25 lbs. |
| <u>3</u> | j. | Ability to operate office equipment. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.