



**Central Cashier
(Full-time, Regular)**

Purpose:

Reporting to the Treasury Services Manager, this position is located in the student services area and is responsible for centralized finance cashier functions. Cashiers provide vital customer services to students and all business units of the University.

Responsibilities:

Specific duties may include, but are not limited to:

- Respond to specific student account inquiries and all general inquiries, in accordance with policies and regulations concerning confidentiality and protection of privacy;
- Processing payments and deposits including those related to student accounts/tuition, housing, parking, library, bookstore & web printing, and various cash disbursements, ensuring internal policies and controls are maintained;
- Reconcile and balance cash drawers and tills, web activity & payments, coin counts etc, including preparing balancing reports and journal entries;
- Organize & maintain cash floats and handle & track deposit bags for all business units of the University;
- Issue photo I.D cards & bus pass stickers;
- Training and assisting other cashiers (i.e. regional campuses) and acting as resource on money handling policies & procedures to all business units;
- Organize daily office work activities and schedules;
- Other duties as assigned;

Qualifications:

The successful candidate will possess a one-year certificate in accounting/business together with a minimum of two years' experience handling large cash volumes, operating point of sale terminals, balancing cash and payments, and preparing journal entries – ideally in a post-secondary environment. An equivalent combination of education and experience will be considered. Additional course work in basic accounting and knowledge of student fees would be considered an asset. Proven ability in the use of email, word processing, spreadsheets, and experience with Banner or a similar relational database (i.e. MS Office, MS Word, Excel, Access, etc.) is essential. You must also demonstrate strong interpersonal and customer service skills to effectively serve students and staff, and be able to work under the stress of peak periods during student registration. You have excellent attention to detail, strong organizational skills, and have demonstrated ability to work with confidential information and privacy legislation (FOIPOP). You must be able to obtain and provide the results of a clear Criminal Record Check prior to appointment.

Salary:

This position has been classified at a Grade 4. The annual salary range for this position is \$38,675.00 - \$39,876.20, and the normal starting salary will be \$38,675.00

Normal hours of work will be 8:00 am – 4:00 pm Monday through Friday.

To Apply:

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education quoting competition #13-075CU to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca

Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted before 4:30pm Thursday June 20th, 2013. Priority consideration will be given to internal applications received by June 13th, 2013.
