



**Cashier
Part Time
Gordon County Campus**

Georgia Northwestern Technical College is seeking qualified candidates for a part time Cashier at the Gordon County Campus. Under general supervision, reviews source documents and enters financial transactions for a technical college. Reconciles accounting records. Operates or assists with cash register functions. May perform other accounting duties as needed. Performs routine clerical duties. May be required to work at other campuses to meet operational requirements.

Duties/Responsibilities:

- Provides support to Students, faculty and staff.
- Assist students via cashiering at the window or with phone calls.
- Direct students to appropriate staff if Business Office staff cannot help.
- Receives cash, check and/or money orders from students for tuition and fees.
- Balance receipts to Banner each day.
- Performs limited, routine general clerical duties.
- Assist with petty cash fund.
- Assist with scheduling vehicle usage.
- Must be flexible to travel to other campuses if needed.
- Other duties assigned.

Competencies:

- Knowledge of federal and state regulations.
- Skill in decision making, problem solving, verbal, interpersonal relations, communication, etc.
- Knowledge of modern office equipment, practices and procedures.
- Skill in the operation of computers and in job related software programs.
- Skill in interpersonal relations and in customer service standards in dealing with the public.
- Provides professional oral and communicational skills.

Minimum Qualifications: High school diploma or equivalent ***and*** Six (6) months work-related experience.

Preferred Qualifications: One year of experience in responsible bookkeeping or accounting clerical work or two years of progressively responsible clerical experience in an accounting or bookkeeping office which provided the necessary knowledge and skills (either formal or informal in nature) or completion of two standard courses in accounting/bookkeeping at an accredited vocational, technical or business school or college.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$15.00/hr

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401k & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employer's Retirement System of Georgia.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

Equal Opportunity Employer A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.