

On-Campus Job Description



To apply: Submit a completed WVC Work Study Application to the Career Center, Wenatchi Hall, first floor. Must be work study eligible. Email aolson@wvc.edu to check your eligibility.

Job Title Code:	Fiscal Technician (Cashier)
Department/Location	Cashier's Office/ First floor, Wenatchi Hall
Rate of pay	14.00
Supervisor	Maggi Fletcher
Duties and Responsibilities	<ul style="list-style-type: none"> • Receives cash, checks, and/or credit card payments for various transactions; • Issues computerized or manual receipts for payments received by cash, check or credit card; • Maintains records of funds received, distributed, and transferred; • Maintains and/or enforces security procedures to ensure safety of funds; • Balances records at the end of the work day; • Prepares reports of cash receipts and dispositions reports; prepares checks for mailing • Operates calculator, adding machine, cash register, computer and keyboard; • Performs clerical duties such as preparing mail, answering telephones, filing, and typing reports; • Operates coin counter, coin wrapper; • Computes fees and inputs data to cash related computer systems
Minimum Qualifications	<p>High School graduation or equivalent and six months of fiscally related experience such as a bank teller, retail sales clerk, or equivalent education/experience. Basic knowledge of office procedure, good communication skills and an ability to understand and follow directions. Must display good keyboarding skills.</p> <p>Experience with computer applications, customer service and cashing is desirable.</p>
Educational Benefit	<p>Learn and develop skills for routine cashing and bookkeeping procedures involving receipt of funds and recording of transactions. Learn and develop skills in customer service, communication skills, understanding and following instruction.</p> <p>This position is a good match for students pursuing career pathways in business and financial services.</p>

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