STUDENT ASSISTANT POSITION ANNOUNCEMENT

TITLE: CASHIER/DATA TECHNICIAN
DEPARTMENT: ASC FINANCIAL SERVICES DIVISION
REPORTS TO: ACCOUNTING SUPERVISOR
HOURS: PART TIME, UP TO 20 HOURS PER WEEK
SALARY RANGE: $10.00 - $14.00 PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
The Cashier/Data Technician will be responsible for all daily cash receipts and reconciliations, bank deposits, batching cash receipts into OneSolution accounting software system, scanning various accounting documents including but not limited to checks, invoices, journal entries and cash receipts, verifying scanned documents are properly coded and saved in the software system, filing all scanned documents and updating procedural manuals.

ESSENTIAL FUNCTIONS:
- Responsible for recording and processing all cash, checks and credit card receipts.
- Keying and batching daily cash deposits.
- Preparing bank deposits for armored courier.
- Prepare and process paperwork to be scanned.
- Ensure documents are properly scanned and saved.
- Front Desk liaison.
- Solve routine problems to complete tasks.
- Other tasks as needed.

MINIMUM QUALIFICATIONS:
Basic knowledge of cash receipt practices, clerical functions (filing, phones, faxing and photocopying, shredding) and personal computer literate (Excel, Word, etc), good customer service skills. Must be available to work Monday through Friday, 12:30 p.m. – 4:30 p.m. year round.

EDUCATION:
High school diploma. College courses desirable. Must be a matriculated CSUF student in the Fall 2015 semester.

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, pulling, bending, ability to carry 10-15 pound storage boxes, use hands/fingers to handle, feel, able to stoop, kneel and bend.

APPLICATION PROCEDURE: To be considered an applicant; you must apply through our online applicant portal found on the following site: http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.
CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.