POSITION ANNOUNCEMENT

TITLE: CASHIER
DEPARTMENT: ASC FINANCIAL SERVICES DIVISION
REPORTS TO: CFO
HOURS: PART-TIME (MON – FRI 12pm – 5pm)
SALARY: $10.00- $12.00/PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under the direction of the CFO, the Cashier will be responsible for processing, preparing and depositing all deposit transactions on a daily basis.

ESSENTIAL FUNCTIONS:
• Greet customers entering into organization.
• Handling all the cash transaction.
• Receive payment by cash, checks, credit card etc.
• Process Cash receipt to customers and maintain daily deposit.
• Guiding and solving queries of customers.
• Maintaining monthly, weekly and daily report of transactions.
• Provide excellent customer service to customers
• Maintain, process, train to ensure PCI compliance of the virtual Credit Card process.
• Other duties as assigned.

MINIMUM QUALIFICATIONS:
• Two years’ experience in cashiering or cash handling, Strong in mathematics and statistics.
• Good customer service skills.
• Must be customer-service oriented and a team player.
• Must be able to work Monday – Friday from 12pm to 5pm.

EDUCATION:
High School Diploma required. College accounting courses desired.

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

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.

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