Cashier & Student Account Specialist
(Internal Only)

Student Financial Services
Job #21-36
Close Date: Tuesday, August 24, 2021

(Job #21-36) Accounting Technician II, Cashier & Student Account Specialist, $3,210 - $5,449/month. Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a full-time, benefited, non-exempt, 12-month pay plan, permanent position with a one-year probationary period in Student Financial Services. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits. Please note that this is an internal recruitment open only to active, stateside, staff Humboldt State University Employees.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Under general direction of the Associate Director of Student Financial Services, the Cashier provides oversight to the day-to-day duties performed in the Cashier's Office to insure timely and accurate posting of all incoming funds. The Cashier exercises independence and initiative in problem solving issues that arise related to campus procedures or protocol, software or hardware malfunctions, work assignments, inventory controls or staff performance.

The office serves students, staff, faculty, campus departments and the general public at an open cashiering station, by e-mail and by telephone. The Cashier receives and receipts payments into an automated system, interpreting and maintaining strict cash handling procedures. The Cashier provides general campus information and student support for account analysis as well as other duties as assigned.

The successful candidate must demonstrate a willingness and flexibility to perform a variety of duties within the department. The job schedule is typically Monday-Friday, 8am-5pm, but the incumbent will be required to work some special events outside the normal work schedule, including nights and weekends.
Duties:

- Perform various cashiering and data entry functions for all incoming payments to the University. Responsible for receipting payments for all campus organizations, including three auxiliaries, self-support organizations and academic departments.
- Perform cashiering functions for a variety of incoming revenue including: payments for student fees, housing & dining fees, accounts receivable payments, summer camps registration fee, athletics events, fundraising events, donations, parking fees, music events, rental of equipment or facilities, student club revenue and departmental revenue.
- Assist and provide guidance to students, staff & parents via telephone, email or in person regarding inquiries of student account activity, tuition & all campus fees, housing charges, parking permits, financial aid disbursements or refund, financial holds, past due balances and payroll checks.
- Provide support and assistance to campus personnel.
- Perform various reconciliation processes to ensure accuracy of cash handling processes of the university for departments and auxiliaries.
- Perform other duties as needed.

Minimum Qualifications: Education & Experience: Equivalent to three years of progressively responsible financial record-keeping experience OR any equivalent combination of education and experience which has provided the applicant with the knowledge, skills, and abilities listed below.

Required Knowledge:

- Thorough knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices.
- Intermediate knowledge of Microsoft Word and Excel, web browsers, query tools, integrated financial systems and ability to create and maintain complex spreadsheets.

Required Skills & Abilities

- Apply accounting procedures and practices to the analysis of basic accounting problems, analyze and interpret accounting data and apply problem solving techniques in finding solutions to basic accounting problems.
- Understand and apply applicable rules, regulations, CSU policies, and HSU procedures to all transactions.
- Use current computer word processing, spreadsheet software, web browsers, query tools, integrated financial systems and/or other types of records management systems.
- Work independently and make sound decisions and recommendations regarding accounting activities.
- Process payments with speed and accuracy.
- Review data for accuracy, completeness, validity, and adherence to industry standards, compute and record figures accurately.
- Work in a fast-paced environment.
- Handle difficult situations in a positive and constructive manner.
- Must have a positive attitude and ability to establish and maintain effective working relationships with co-workers, staff and faculty.
- Work collaboratively with individuals on campus from diverse ethnic, cultural and socioeconomic backgrounds.
- Exercise tact, courtesy, alertness, and good judgment in responding to others.
- Follow directions.
- Read and write English at a level appropriate to the position.
- Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.

Preferred Qualifications:

- Knowledge of PeopleSoft.
- Bilingual in English and Spanish.
- Debt Recovery or Collection Experience

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: [https://forms.humboldt.edu/employment-history-form](https://forms.humboldt.edu/employment-history-form); NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

**CLICK HERE TO APPLY NOW:** [http://apply.interfolio.com/92162](http://apply.interfolio.com/92162)

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Tuesday, August 24, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at Humboldt State University’s Flickr page.