



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

Full-Time Temporary

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**POSITION**

Cashier

**Posting Date:**

3/21/2019

**Closing Date**

04/05/2019

**POSITION AVAILABLE**

4/22/2019

**REQUIRED QUALIFICATIONS**

- Banner Experience Required
- Effective oral and written communication skills are required.

**PREFERRED QUALIFICATIONS**

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System.
- Two-years of work experience in a position of customer services.

**SALARY SCHEDULE PLACEMENT**

Commensurate with education and experience according to Salary Schedule E

**DUTIES & RESPONSIBILITIES**

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Dean of Business and Finance, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Collect all monies due the college in accordance with approved policies and procedures.
- Disburse funds from petty cash within approved policies and procedures.
- Maintain such records as necessary for sponsored tuition students.
- Prepare correspondence and complete procedures for returned checks.
- Monitor records on all students registered to ensure there are no outstanding balances.
- Make change, cash checks, and issue receipts to customer using Banner computer system.
- Responsible for accounts receivable billings and collections.
- Calculate refund/repayment of tuition and other appropriate institutional charges.
- Prepare, distribute and maintain cash boxes as necessary for functions.
- Issue work orders and justify amount paid for parts against the amount charged on the work order.
- Distribute college work-study and part-time employees checks.
- Excellent organizational skills
- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by the Dean of Business and Finance, the Dean of Students, and the President.

**APPLICATION PROCEDURE**

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at [www.wccs.edu](http://www.wccs.edu) and should be returned to:

Human Resources Department  
Wallace Community College Selma  
3000 Earl Goodwin Parkway  
P.O. Box 2530  
Selma, AL 36702-2530  
Phone: 334-876-9234, 876-9227  
Fax: 334-876-9250  
Website: [www.wccs.edu](http://www.wccs.edu)

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

**Please Note:** If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

#### APPLICATION DEADLINE

All applications information must be received by **12:00 PM CST, Friday, April 5, 2019**. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

**Note:** In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.