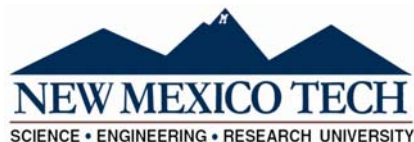


**Posted:** April 13, 2022



## POSITION ANNOUNCEMENT

**TITLE:** CASHIER II

**DEPT:** BUSINESS OFFICE

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$11.50-\$13.50

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: Concurrent\*** CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### **JOB DUTIES:**

Under general supervision, responsible for data entry and cashiering functions. Handles all cash receipts, prepares daily bank deposits for all accounts. Balances cash drawer daily. Disburses petty cash and maintains petty cash fund. Processes and monitors electronic ACH and credit card transactions. Performs other various teller duties. Processes and distributes payroll checks, vendor checks, and student refund checks. Scans incoming documents as received. Performs miscellaneous job-related duties as assigned. Sends notices on unclaimed checks. Files all related documents. Serves as an informational resource to students and others regarding student account balances and discrepancies on account. Responds to inquiries and provides information regarding related forms, applications, schedules, catalogs, etc.

### **REQUIRED QUALIFICATIONS:**

Formal diploma/certificate/degree program 6-18 months after high school or six credit hours in college-level accounting from an accredited college/university (credit hours can be waived for direct applicable experience: Two years of experience = three credit hours. *OR* Two (2) – Three (3) years directly related Teller experience. Accurate data entry skills and accurate 10-key calculator by touch required. 2-3 years or more teller experience or equivalent position involving balancing of daily cash receipts and disbursements, and preparation of bank deposits required. Background and references supporting integrity and dependability appropriate to handling cash required. Must have the ability to work independently on assignment of standard difficulty required. Must have the ability to work under time constraints and deadlines required. Ability to deal tactfully and effectively with staff, faculty, and students in a courteous and professional manner under favorable and unfavorable circumstances required. Must be well organized, detail conscious, and willing to research facts and correct errors required.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Brown Hall Box 061, Socorro, NM 87801