Bemidji State University invites applications for the position of:

Cashier/AR Clerical Support

AFSCME JOB POSTING

CLASSIFICATION: Customer Service Specialist (01101002)

BID CLOSING DATE: Tuesday, April 2, 2019

OPENING DATE: March 25, 2019

CLOSING DATE: April 9, 2019

JOB TYPE: Unlimited Part-Time Intermittent (Up to 50%)

RESPONSIBILITIES:

- Intermittent assignment has an irregular and uncertain schedule (as needed)
- Cashier services for students and learners, faculty and staff. Perform over-the-counter cashier duties using MnSCU ISRS system.
- Collect tuition and fees, selling parking permits to faculty and staff, assist students with picking up parking passes.
- Collect and tie-out daily report data from ISRS, checks, credit card receipts, and electronic fund transfers (EFT) for daily deposits. Organize daily deposit for courier pick up the next morning, and secure deposits overnight in the safe.
- Serve as campus contact person for students and learners to answer questions concerning their receivable account by looking up data in the ISRS system and printing fee statements and reports when necessary, assisting faculty, staff, and learners with general questions regarding accounts receivable and financial aid processing making referrals to the appropriate personnel when necessary.
- Assist student payroll with student worker authorizations, reports and reconciliations as requested.
- Assist with setup and handling of BSU athletic and other events, prepare tie-out sheets and cash boxes, tickets, sign-in sheets, and miscellaneous items needed for ticket sales and proper accounting and recordkeeping.
- Responsible for maintaining welcoming professional environment, providing courteous, timely and responsive service to all internal and external constituents.

QUALIFICATIONS:

Minimum:

- Basic accounting procedures sufficient to identify and resolve discrepancies in accounting records.
- Bookkeeping procedures sufficient to maintain accurate budget records and reports.
- Ability to use customer service skills on the phone, in person, and online to provide effective general and specialized office support (this requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically).
- Knowledge of English sufficient to communicate effectively with internal and external customers.
- Ability to use word processing, spreadsheet, and other software applications to sufficiently prepare reports, invoices, financial statements, and letters.
- Maintain effective working relationships with other university and college personnel, learners, and the general public.
Preferred:
- Two-year diploma or higher in business is preferred or four years work experience in a business environment.
- Retail cashiering or similar experience.
- Ability to work under pressure.
- MinnState ISRS experience.
- Demonstrates a knowledge of, an interest in, or experience with, diverse cultures and populations.

OTHER CONSIDERATIONS:
- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Employment for this position is covered by the collective bargaining agreement for the American Federation of State, County, & Municipal Employees (AFSCME) which can be found at https://mn.gov/mmb-stat/000/az/labor-relations/afscme/contract/AFSCME%20-%202017-2019%20Contract.pdf
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState’s vehicle use criteria and consent to a motor vehicle records check.
- BSU and NTC are tobacco free workplaces (see policy)

APPLICATION INFORMATION:

**Internal Bid Process** - Open for Bids from eligible AFSCME members from 3/25-4/2/2019. Any current employee interested in this position and eligible to bid should submit a bid application and resume by 4:30 PM, Monday, April 2nd, to the Human Resources Office. This form is found on the Human Resources website at: https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/


If you are unable to apply online, please contact the job information line at 651.259.3637. For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers)

If you have questions about the position, contact Ron Beckstrom at Ronald.Beckstrom@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.
This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.