DIVISION/DEPARTMENT: Office of Business Affairs  DATE TO BE FILLED: Immediately
REPORTS TO: Bursar  SALARY: Commensurate with Experience

SUMMARY
The person in this position performs cashier services for the college and reports directly to the Bursar.

QUALIFICATIONS
Education Required:
- Associate degree in accounting, business or related field from a regionally accredited post-secondary institution preferred and, three (3) years of relevant experience.
Education Preferred:
- Bachelor’s degree in accounting, business or related field from a regionally accredited post-secondary institution preferred and, one to three years of relevant experience.
Experience Preferred:
- Experience with various network applications: Excel, Word, Email, and Windows-based programs.
- Experience with cashiering and/or accounts receivable in a higher education environment.

RESPONSIBILITIES
Cashier responsibilities include all aspects of student registration, receipting, receipting sponsor payments, miscellaneous receipts and balancing daily transactions while ensuring compliance with daily banking laws. The candidate assists with monitoring and maintaining the integrity and accuracy of the student accounts receivable system through problem resolution and verification of curriculum student refunds.

The candidate must have the ability to maintain confidentiality of records and information, must work effectively with colleagues and students by practicing punctuality, must be able to reach deadlines, and must have the ability to detect and solve problems effectively.

The applicant must be able to maintain student files accurately and handle multiple tasks simultaneously, and performs other duties as assigned.

SPECIAL INFORMATION
The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

ABOUT US
Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college has 900 plus full and part-time students and 47 faculty members representing diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, TN.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER
Rust College values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The college does not discriminate based on race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices.
TO APPLY

Persons interested in the above position should submit a resume along with a letter of interest to: careers@rustcollege.edu

Mrs. Angela Williams, HR Manager
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date: Open Until Qualified Applicant is Found
Posting Date: 10/2021