CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>CASHIER (Accounting Technician I)</th>
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</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2145</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
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<tr>
<td>Bargaining Unit:</td>
<td>R07</td>
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<tr>
<td>Salary:</td>
<td>$2,710 - $4,401 per month</td>
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<tr>
<td>Department:</td>
<td>Student Financial Services</td>
</tr>
<tr>
<td>Available:</td>
<td>Immediately</td>
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<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint &amp; Credit Check</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
</tr>
<tr>
<td>Posted:</td>
<td>April 14, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>April 28, 2017</td>
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</tbody>
</table>

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html))
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Within Business and Administrative Services, and as part of Student Financial Services (SFS), the Cashier’s Office serves as a central collection point for all remittances to the University and the Auxiliary business units, including student and non-student accounts receivable. The Accounting Technician I, under the direction of the Lead Cashier, performs cashiering tasks and tasks related to accounts receivable.

DUTIES:

Cashiering Functions:
- Receive money, make change, and prepare receipts.
- Distribute petty cash upon receipt of proper paperwork.
- Reconcile cash drawers and troubleshoot variances.
- Prepare bank deposits, order cash, & maintain cash boxes.
- Operate bulk coin counter and bulk currency counter.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
• Assist students and staff at the Cashiering window and over the phone, by answering questions, providing & collecting forms as needed, and directing customers to appropriate resources on campus.
• Post a variety of transactions to the cashiering and accounting systems quickly and accurately.
• Receive, verify, & distribute reimbursement and pay checks.
• Run reports, prepare spreadsheets, and maintain files.

Other Job Functions:
• Make photocopies, scan documents & perform other routine office tasks.
• Perform other job-related duties and special projects as assigned.
• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

REQUIRED QUALIFICATIONS:

• One year of higher volume cashiering experience with diverse transactions, that includes direct customer contact.
• Ability to handle funds accurately & quickly, make change, prepare receipts, and balance out at the end of each shift.
• Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
• Ability to perform math calculations with speed and accuracy and be familiar with financial record keeping methods.
• Ability to use tact and diplomacy to effectively handle a broad range of sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts & problems.
• Ability to read, understand, and explain student accounts.
• Expertise in investigating and analyzing problems. Ability to anticipate problems and address them proactively.
• Ability to review, analyze, interpret, communicate, and apply policy and standards.
• Strong organizational and time management skills, ability to remain flexible to meet customer demand levels.
• Demonstrated ability to maintain a high degree of confidentiality.
• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
• Good written and oral communication skills; thorough knowledge of English grammar, punctuation, and spelling with a demonstrated ability to produce professional communications that meet high standards for appearance, grammar, spelling, and clarity.
• Proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, and collaborative calendaring and email software.
• Working knowledge of or ability to quickly learn University infrastructure, academic and administrative structure, policies and procedures.
• Knowledge and competence in Microsoft Word, Excel, PowerPoint, and automated accounting systems.
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:

• Experience in the cashiering office, bursar’s office, or student finance office, of an educational institution or experience as a teller in the banking industry.
• Hands on experience in PeopleSoft Student Finance and CASHNet software.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.