

PALOMAR COMMUNITY COLLEGE DISTRICT

SUPERVISOR, DISTRIBUTION/CASHIERING SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Direct and schedule operations and activities of District cashiering functions, including the collection of fees and fines and the disbursement of loan payments; coordinate the accounting functions of student registration activities at the main campus and satellite education centers; collect, control and deposit District monies; monitor and control the District Revolving Cash Fund; select, train, supervise and evaluate assigned staff and part-time employees.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Director of Fiscal Services and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Direct and schedule the operations and activities of District cashiering functions, including collection of fees and fines and disbursement of loan payments.
2. Organize, coordinate and direct the accounting function for student registration at the main campus and satellite education centers to assure timely and efficient student registration.
3. Develop, implement, coordinate and oversee procedures, operations and activities related to the collection of fees for college registration; collect and compile registration monies and post to appropriate records; balance funds and deposit to the bank.
4. Select, train, supervise and evaluate assigned cashiering personnel and student workers; determine and assure proper staffing levels for phone-in and walk-in registration cashiering; determine equipment and facility needs for proper registration fee collection activities; train satellite site employees regarding fees, debts, cashiering and cash register issues.
5. Develop and implement procedures for phone-in-registration (PAR) payments; process and resolve payments and transaction issues; coordinate with Information Systems to resolve operation malfunctions and to suggest possible solutions.
6. Audit, post to computer and invoice deferred enrollment charges to agencies providing financial assistance to District students.
7. Monitor and control the Revolving Cash Fund (RCF); extend and proof funds requests; write RCF checks, request reimbursement, cash petty cash checks and prepare Governing Board reports; maintain Transfer Account cash control.
8. Perform a variety of banking for the District, including depositing monies, picking up NSF checks and bank statements, delivering payroll taxes and bonds, warrants, money orders and change.

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9. Communicate and coordinate with other District departments to develop and adjust registration procedures to assure effective and efficient operations.
10. Control the collection of returned checks and credit card charges; compile administrative withdrawal list for Admissions and Records for non-payment of enrollment fees.
11. Coordinate and direct the function the District cashier window; receive payments and distribute checks, change and information; answer questions and resolve issues and concerns.
12. Control and maintain payment records for a variety of loans; distribute financial aid grants and loan checks; distribute monthly short-term and student payroll checks upon collection of any fees owed to the District; sign checks for payroll, District, bookstore, cafeteria, ASB and financial aid.
13. Sell and issue student and staff parking permits; collect parking citation debts and establish arraignment times for persons wishing to go to court.
14. Operate a variety of office equipment, including a credit authorization terminal, computer terminal, cash register, electronic check signing machine, typewriter and vehicle.
15. Input, audit and request enrollment refund checks.
16. Compile information and data and prepare a variety of records and reports related to the collection and disbursement of fees and monies; review and audit records and other documents to assure accuracy and completeness.
17. Support, implement and promote compliance with the District's Faculty and Staff Diversity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
18. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
19. Participate in shared governance through service on planning and/or operations committees and task forces.
20. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and procedures of student registration, fee collection, cashiering, cash disbursement and accounting.
- Rules, regulations and policies governing the collection and disbursement of funds for a variety of District and student activities.
- Principles and practices of accounting.
- Principles and practices of supervision and training.
- Financial and statistical recordkeeping techniques.
- Modern office practices, procedures and equipment.
- Operation of microcomputers and computer terminals.
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy.

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Ability to:

- Perform specialized accounting duties in the collection and control of college fees.
- Maintain accurate financial records, logs, files and journals.
- Train and provide work direction to others.
- Train, supervise and evaluate personnel.
- Interpret and adhere to District policies and procedures and State and Federal laws.
- Analyze information, identify problems and recommend solutions.
- Plan and organize work.
- Determine and assure proper staffing level coverage.
- Meet schedules and timelines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide quickly and accurately.
- Prepare and maintain accurate financial and statistical records.
- Operate a variety of office equipment including microcomputer, computer terminal, printer, typewriter, calculator and copier.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.

EXPERIENCE AND EDUCATION

Any combination equivalent to two years of college-level coursework in accounting, business or related field and three years of increasingly responsible financial and statistical recordkeeping experience in a college environment. Possession of a valid California Driver's License.

WORKING CONDITIONS

Office environment; subject to lifting bags of money; traveling to various locations to conduct work.