



Virginia Union University
1500 N. Lombardy Street
Richmond, VA 23220

Vacancy Announcement
Cashier

Virginia Union University's Department of Financial Affairs has an immediate opening for a Cashier. The position reports to the Assistant Comptroller II. The Cashier will have the responsibility of ensuring that all payment transactions are posted timely and accurately with the necessary controls in place. The position is also responsible for reconciling student payments to the general ledger and assists in University events such as student registration and University athletic games by collecting payments and works with the Accounting Department performing various accounting functions.

General Description and Responsibilities:

- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Post payments against students' accounts and other various revenue accounts.
- Compute and record totals of transactions.
- Calculate total payments received daily and reconcile this with total sales.
- Issue receipts, refunds, credits, or change due to customers.
- Maintain records in an orderly fashion.
- Compile and maintain non-monetary reports and records.
- Greet customers and maintain a positive attitude
- Answer customers' questions and provide information on procedures or policies.
- Resolve customer complaints.
- Keep periodic balance sheets of amounts and numbers of transactions.
- Assist during the sports season by selling tickets to customers (weekends required).
- Assist with receiving cash at various University functions/events (e.g. student registration, convocation, etc.)
- Assist in various accounting functions as requested

Qualifications:

- Associates Degree in accounting, business, finance or related field (not required), at least 1 year of experience in a business office environment or a combination of training and experience.
- Must possess exceptional organizational, communication, written, and verbal skills.
- Ability to work independently and set priorities.
- Must possess good interpersonal skills (tact and diplomacy).
- Proficient in the use of Microsoft Office.

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and will remain open until filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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