



Martin Community College

Office of Human Resource

1161 Kehukee Park Road
Williamston, NC 27892
personnel@martincc.edu
www.martincc.edu/jobs

An Equal Opportunity Employer

Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Position Vacancy Announcement: Cashier (Part-Time)

Position:	Cashier (Part-Time)
Job Summary:	<p>Under the direct supervision and guidance, the Cashier assists students and staff with all cashiering transactions. Responsibilities include receipting tuition payments, receipting sponsor payments, miscellaneous receipts and balancing daily transactions while ensuring compliance with daily banking laws. Additionally, this position may assist with providing other administrative support as required to help the Business Office function in an effective and efficient manner.</p> <ul style="list-style-type: none">• 20-25 hours per week; specific hours to be determined (Daytime availability required)• \$10-\$12/hour depending on experience
Qualifications:	<p>Required:</p> <ul style="list-style-type: none">• High School Diploma or GED• At least one year of cashiering, general clerical accounting, secretarial or customer service experience• Ability and availability to work additional hours at peak processing times <p>Preferred:</p> <ul style="list-style-type: none">• Associates degree in accounting or related field• Experience with the Colleague management system
Essential Job Functions:	<ul style="list-style-type: none">• Performs general cashiering duties for the college such as receiving and processing incoming monies (student tuition payments and fees, issuing receipts, maintaining necessary records and files, balancing and maintaining cash drawer daily)• Answer telephones and assist employees, students, and the general public with questions and inquiries• Assists Accounts Payable and Accounts Receivable staff as needed• Assists in the Business Office Year-End process• Assist in Bookstore as needed
Anticipated Hiring Range:	\$10.00 - \$12.00 hourly, depending on experience
Additional Information:	N/A
Benefits:	NONE
FLSA Status:	Non-Exempt (Hourly)
Application Deadline:	Start Date: TBD Applications accepted: Until Filled

SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (www.martincc.edu/jobs)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: humanresources@martincc.edu with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892