

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Fiscal Operations Technician - Cashier

### POSITION OVERVIEW

Employee performs bookkeeping, cashiering and clerical duties that involve the creation and maintenance of Academy fiscal records, paying particular attention to detail and accuracy. Position ensures the prompt and accurate processing of student account payments, departmental deposits, and various cash disbursements. Employee also receives and distributes inter-departmental mail, files, and operates a computer using various software applications, current applications include: Power Campus and Microsoft Dynamics Great Plains, Excel and Argos. Some judgment and initiative is exercised, however tasks are normally accomplished within well-defined parameters. This is a bargaining unit, non-exempt, hourly position.

### DUTIES

- Provide professional client service in all interactions, including greeting the customer, thanking each person, and performing accurate transactions.
- Communicate and interact by telephone, e-mail and in person with students, parents, customers, vendors and colleagues in a professional and tactful manner.
- Receive, sort and distribute department mail daily.
- Prepare bank deposits regularly and bring to bank for receipts.
- Post student account's cash receipts to Power Campus. Ensure each transaction is recorded promptly and correctly to guarantee accuracy of student accounts and general ledger accounts.
- Assist students and families with questions about account balances and status as necessary. Create and post other cash receipts to Great Plains. Assist employees with ledger questions as necessary.
- Backup for reconciling various bank checking accounts for review and approval.
- Reconcile (non-student) accounts receivables.
- Review cash accounts online daily in order to record and verify increase or decrease adjustments to cash and to verify propriety of same.
- Reconcile Cashnet and Advancement system payments for ACH's and credit cards.
- Record and reconcile regular deposits into the checking account primarily designated for Sodexo credit card payments and track separately those for main dining room services vs Mariner money.
- Accurately maintain custody of cash and checks processed in order to balance and account for all funds at the end of each business day.
- Hold checks in safe for distribution.
- Distribute and reconcile petty cash.
- Record various journal entries into the ledger such as monthly postage costs, payroll entries, miscellaneous reclassifications, and other necessary debits and credits.
- Work with other team members to coordinate, prioritize and organize activities to meet established goals and assigned deadlines.
- Act as a backup for similar positions within the department

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements*

## **SKILLS**

- High professional and ethical standards,
- Strong analytical skills,
- Detail oriented,
- Demonstrated ability to consistently use tact and diplomacy in handling a range of situations,
- Excellent time management skills and the ability to prioritize while demonstrating flexibility and the ability to accomplish tasks with interruptions, and
- Ability to work both independently as well as part of a team.

## **REQUIREMENTS**

- College degree preferred and three to five years of experience in general bookkeeping using sound business judgment, or
- High School diploma with training in business or accounting and a minimum of five years' experience in related field.
- Ability to accurately handle cash transactions;
- Computer skills with multiple applications are essential, ability to learn new applications as required;
- Comprehensive knowledge of financial and cashiering practices and methodology;
- Working knowledge and ability to apply fundamental concepts related to balancing and reconciling cashiering transactions;
- Knowledge of fundamental concepts related to financial record keeping practices and methods;
- Ability to quickly learn and apply a wide variety of Academy policies and procedure and regulations governing financial procedures and accounts;
- Advanced experience with Excel spreadsheets, MS Word required;
- Proven willingness and ability to work collegially and within a team displaying good communication skills and using common sense;
- Exceptional organizational skills and ability to manage competing tasks; and
- Outstanding work ethic, a high level of demonstrated initiative and self-monitoring.

## **PHYSICAL/ENVIRONMENTAL FACTORS**

- Telephone contact and in person contact with students, co-workers, or others daily;
- The position is generally sedentary;
- Frequent use of keyboard, mouse, and computer screen; and
- Occasionally lift and move up to 10 pounds

## **SPECIAL CONDITIONS**

- This position requires a Background Check. MMA reserves the right to make employment contingent upon successful completion of Background Check.

Job Title:	<u>Fiscal Operations Tech/Cashier</u>	Job Code:	<u>1080</u>
Wage Grade:	<u>14</u>	Total Points:	<u>370</u>

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	4	32
	II. Physical Effort	1	10
3	Responsibility for Cost Control	5	40
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	5	40
5	Working Conditions	2	20
6	Responsibility for External and Internal Relations	4	32

Date of last reclassification      08/2024