



**WYTHEVILLE  
COMMUNITY  
COLLEGE**

**POSITION ANNOUNCEMENT**

**Part-time Cashier Position (approx 30 hrs. per week)**

Wytheville Community College is seeking applications for the position of part-time cashier in the Business Office (approx. 30 hours per week).

Duties of the position may include but not be limited to assisting the lead Fiscal Technician in the registration process by being primary point of contact for student payments, questions, and phone calls; reviewing charge authorizations and performing daily reconciliations between Cyber Source and PeopleSoft; monitoring Merchant Connect daily for online student web payments; working closely with the Accounts Receivable staff to initiate third-party contracts; serving as backup for daily deposits; compiling and maintaining files for audit purposes; processing funds received from numerous campus departments and clubs; maintaining automated files; sorting and distributing reports on a daily basis; serving as backup in all automated applications regarding registration and student payments; and logging purchase orders and travel requests into spreadsheets. Cross-training with other Business Office functions may be required on an as-needed basis.

**MINIMUM QUALIFICATIONS:** High school education (or equivalent) is required. An Associate Degree in Accounting or Business is preferred. Applicant must possess ability to multi-task and work well under pressure with limited to no supervision; excellent customer service skills; excellent oral and written communication skills; knowledge of computer operations; experience with cash management and deposits; and the ability to work well in a team environment. The successful candidate will be subject to a criminal history/background check and fingerprinting. The successful candidate will also complete a Statement of Economic Interest on an annual basis.

**APPLICATION PROCESS:** Submit a completed State application, cover letter and current resume to the Human Resource Office, Wytheville Community College, 1000 E. Main St, Wytheville, VA 24382. The closing date for accepting application documentation is 5:00 p.m., March 31, 2010. The blank State application form can be accessed from the college website at [www.wcc.vccs.edu/jobs](http://www.wcc.vccs.edu/jobs). Persons with disabilities requiring assistance should contact 276-223-4869.

**EEO/AFFIRMATIVE ACTION EMPLOYER**

Wytheville Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other non-merit factors in admissions, access, treatment, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 217 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, call 1-800-421-3481 for the address and phone number of the OCR enforcement office that serves your area.