Summary of position:
Cashiering for part of the day at the cashier window and performing other various Business Office functions.

Responsibilities:
Meal plans:
• Works with student affairs to ensure accurate student information to assign meal plans
• Sets up meal plans annually and ensures accuracy of data in the meal plan system
• Handles other meal plans on campus including but not limited to staff, commuter, graduate assistant, etc.
• Prepares and submits internal billing, credit card documents, and reconciliation reports for additional dine dollar transactions, and campus store departmental charges.
• Assist customers with meal plan questions
• Assist in troubleshooting system errors and processing user requests.
Data entry and monthly reporting:
• Records physical plant and motor pool monthly distributions
• Scans and files documents, pulls reports, and enters transactions into the system
• Assists with travel and entertainment report review.
• Performs research, analyses, and other duties as requested
Cashiering:
• Receipt student payments at window, via mail, and electronically. Also, other payments including but not limited to campus store and agency fund transactions
• General knowledge of student accounts to answer questions from families and students by phone, e-mail, and in person.
• Handles daily mail.
• Back up for gift entry
• Performs other cash-related functions
Collections and Perkins Loan:
• Assists Director of Student Financial Services with collections and Perkins Loan processes as assigned.

Required qualifications:
• High School diploma required with a minimum of two (2) years of experience with a background in data entry, cash management and customer service.

Knowledge, skills and abilities:
• Knowledge and experience with computers, particularly Microsoft Office. Ability to embrace new technology.
• Ability to multi-task, be a self-starter and adhere to deadlines
• Must be detail-oriented, highly accurate and possess excellent communication skills
• Able to work in sometimes stressful, fast-paced conditions. Able to relate with various customers across campus.
• Ability to effectively present information one-on-one to customers and other employees
• Maintain confidentiality and adhere to appropriate guidelines and policies and procedures
• Learn college policies and procedures and be able to answer routine questions.
• Jenzabar and Atrium experience in a higher education setting preferred

Qualified applicants should send a cover letter and resume along with contact information for three job related references to Director of Student Financial Services at carriegn@westminster.edu or via mail to Westminster College, Attn: Business Office, 319 S. Market Street, New Wilmington, PA 16172. This should be received no later than Friday November 11, 2022.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.