

**Westminster College  
Position Vacancy**

**Cashier/Financial Data Coordinator**

**Summary of Responsibilities**

Provides data entry/bookkeeping, cash management and student account support. Coordinates daily transaction processing.

**Provides data entry/bookkeeping support as follows:**

- Processes monthly manual journal entries.
- Processes monthly automated journal entries (including imports).
- Maintains log for credit card sales and verifies its accuracy at month end.
- Performs research, analyses, and other duties as requested by the Administrators in the office.
- Accumulates information on sales tax collected and reconciles to general ledger.
- Prepare daily cash report and summary information provided for cash management activities.
- Reconciles travel and entertainment forms

**Performs cashier function as follows:**

- Receipt student payments at window, via mail, and electronic payments.
- Answers questions from parents and students by phone, e-mail, and in person.
- Receipt all other college deposit activities (campus store, development, athletic events, Celebrity Series, etc.). Must verify amounts and reconcile to depositor's records.
- Receipt electronic payments to student accounts and general ledger made via Transact.
- Reconciles daily activity.
- Makes bank deposit.
- Process institutional advancement gift entry
- Performs other cash-related functions
- Student General activity (deposits and running checks)
- A/P backup for certain transactions (when needed)

**Supervision Received and Given:**

- Reports directly to the Business Office Accountant

**Other Relationships:**

- Coordinates and works closely with Business Office employees.
- Interacts heavily with campus community.

**Required Qualifications:**

- High School degree required with a minimum of two (2) years of experience with a background in data entry, cash transactions and customer service.
- Ability to multi-task, be a self-starter and adhere to deadlines
- Knowledge and experience with computers, particularly Microsoft Office. Jenzabar is a plus.
- Must be detail-oriented, highly accurate and possess excellent communication skills
- Ability to effectively present information one-on-one to customers, clients and other employees.
- Higher education experience is a plus

Qualified applicants should send a cover letter and resume along with contact information for three references to Controller, Westminster College, 319 S. Market Street, New Wilmington, PA 16172, or email [carriegn@westminster.edu](mailto:carriegn@westminster.edu) **Please send by October 31, 2025.**

Westminster College is an Equal Opportunity Employer.