

California State University, Fresno Association, Inc.

LEAD REVENUE ASSOCIATE – KENNEL BOOKSTORE

JOB ANNOUNCEMENT #18-950

POSITION SUMMARY:	Lead Revenue Associate for the Kennel Bookstore through the California State University, Fresno Association, Inc. Under the direct supervision of the Administrative/Cash Operations Supervisor, the Lead Revenue Associate is responsible for performing a variety of clerical accounting functions in our Cashiering Office. During the semester the schedule will vary between 8:00-5:00 pm. Limited to 960 hours per year.
ESSENTIAL JOB FUNCTIONS:	The Lead Revenue Associate's duties include, but are not limited to the following: <ul style="list-style-type: none"> • Train and supervise cash office personnel • Responsible for accepting and verifying cash from registers and processed coupons • Provides cash bag replacements when needed • Prepares, logs, and distributes register bags • Balances change boxes, cash registers, operating cash and safe money • Prepares bank deposits according to bookstore policies and procedures • Posts transactions to appropriate accounts • Places and verifies change orders for bookstore operating use • Verifies change orders • Monitors the contents of the safes daily • Follows-up on check discrepancies • Audits returns, voids, key checkout, credit card, and cash outage logs • Other duties may be assigned
QUALIFICATIONS & EXPERIENCE:	<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i> <ul style="list-style-type: none"> • High school diploma or equivalent • Six (6) months related experience • Knowledge of general office duties including tasks such as filing, answering telephones and handling routine correspondence • Ability to meet deadlines and prioritize tasks, with a high level of accuracy and attention to detail • Ability to function as part of a team, be self-motivated, and able to work independently.
COMPENSATION:	\$12.00 - \$14.00 per hour, depending on experience. This is a non-benefited position.
FILING DEADLINE:	Application review begins August 30, 2018; Open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page on our website at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to: California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. Fresno, CA 93710 Fax: (559) 278-0988 E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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