

California State University, Fresno Foundation

MONEY ROOM ASSOCIATE – UNIVERSITY DINING SERVICES

JOB ANNOUNCEMENT #18-986

POSITION:	Full time, ten (10) month, benefited position for University Dining Services through the California State University, Fresno Foundation. Under the direction of the Accounting Technician II, the Cashier's primary responsibility is to reconcile sales and cash from prior day sales as well as prepare daily till for all dining services cash operations.
ESSENTIAL JOB FUNCTIONS:	Under the supervision of the Dining Services Office Manager, this position is responsible: <ul style="list-style-type: none"> • Daily generation of Subway sales report from POS system • Print daily blackboard reports organize by Dining Services operation to use in reconciling sales from previous day • Reconciliation of cashier's bags from previous day • Utilizing POS and blackboard reports, input daily sales and reports into excel deposit form. • Balance all deposits per each Cash Operations location (University Center, Food Court, SSU, Starbucks, Residence Dining Hall and all Paws-n-Go locations) • Roll all lose coin and deposit in the safe • Prepare cash deposit (strap and bundle) to send to bank • Provide the prepared bank deposit to the Auxiliary Cashier for review and submission to the bank • Preparation of Cashier's tills for the next business day • Balance Safe every day to ensure accurate cash count and records • When needed, provide front desk coverage • Other duties as 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 general education degree (GED) required; at least one (1) year related experience. • Possess strong organizational and analytical skills. • Possess the ability to learn quickly and problem solve. • Proficiency in both oral and verbal communication. • Possess strong interpersonal skills with the ability to multi-task in a fast paced environment. • Good attendance is required, including reporting to work on time and working scheduled shifts.
PAY RATE:	\$12.00 per hour. Benefits include health, dental, vision, and life insurance, vacation, sick and holiday pay.
DEADLINE:	Application review begins January 4, 2018; Open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement application. Applications may be mailed, emailed, faxed or delivered in person to: <div style="text-align: center;"> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> </div> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>

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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