

Job Description

Job Title: Cashier and Insurance Supervisor Grade: K

Department: Financial Services FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Coordinate Harper Campus Cashiering activities within the college cashiering department. Perform technical tasks relating to preparing, maintaining, reviewing contractual and financial information relating to property/liability and student health/accident insurance.

Characteristic Duties and Responsibilities:

- 1. Direct technical, functional, front-line supervision of cashier position at Harper Campus; various full time and part time employees or work study students. This would include PDP's.
- 2. Direct responsibility for state, county, and institutional reports along with input of foreign national vendor demographics into Windstar web site.
- 3. Reconciliation and second level management of state, county and institutional accounts; insurance recovery, student accident, risk management, unit 50220.
- 4. Directly communicate with CPCC upper level administration, external county, state, and federal government administration. In addition, communication with insurance market professionals relating to claims, forms, vehicle titles, billing matters, and other various insurance issues. This would also include gathering and developing specifications for the property and liability insurance RFP.
- 5. Advises college departments and external customers regarding policy & producers relating to insurance and cashiering.
- 6. Manages insurance files for college property and liability issues; this includes, however not limited to claims.
- 7. Reviews and approves workers compensation audit for payment which involves direct communication and working relationship between CPCC's Payroll Department, Grants & Contracts Department, Office of the Insurance Commissioner, agency auditor.
- 8. E-Procurement Security Administrator sets up new e-procurement user access, assign passwords and manage security. Direct relationships with College faculty, staff, administration and the state's e-procurement office.
- 9. Directly manages confidential information relating to students, faculty and staff
- 10. Acts as back up for Exec. Director of Insurance.
- 11. Other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to Exec. Director Procurements/Accounts Payable/ Insurance

Direction Given: Directly supervision of assigned staff

Minimum Requirements:

High School diploma plus 6 months in a technical training/community college setting; (college must be regionally accredited)

Knowledge, Skills, Abilities and Worker Characteristics:

- The ability to handle confidential information with discretion
- The ability to interact and communicate effectively with personnel at all levels and a diverse population
- Knowledge of computers and word processing software (MS Word and Excel)
- Knowledge of standard office procedures and equipment
- Excellent organizational skills and attention to details
- Typing and data entry skills
- Ability to understand and present financial concepts, reports and information

Working Conditions:

Typical office environment