

# Southwest Texas Junior College

## Employment Opportunity

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Ofc ☐ 830.591.7340 Fax  
Human Resources, Employment: www.swtjc.edu

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**Title: Teller / Payables Clerk**

**Job # 181922710301**

**Campus: Uvalde**

**Closing Date: 4/15/2019 or Until Filled**

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### Description of Job Duties:

Teller/Payables Clerk is responsible for controlling the flow of customers and providing them with the appropriate assistance and service; maintaining and balancing cash drawers on a daily basis. Verifies and receipts all monies received from students and on campus departments.

Processes cash disbursements to college vendors, receive incoming check requisitions, and checks for payment authorizations, discounts, documentation and due dates. Maintain cash disbursement files by vendor and date. Receives payable invoices and notifies departments for authorization for payment on a timely basis. Maintain check register file, prepare monetary transfers associated with check run.

Performs all other functions as assigned by immediate supervisor for efficient operation. Helps supervise, train and review work-study students. Work rules, code of conduct, and other policies are part of the essential functions of the job. Ability to communicate effectively with students, college personnel, and the public. Light cash handling during peak times or as back up. Security Sensitive Position

**Salary:** Clerical II, 12-month position.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

### QUALIFICATION REQUIREMENTS:

**Education:** Associates degree preferred; one year of college or equivalent related experience and training.

**Experience & Training:** Microsoft Office, working knowledge of Colleague software helpful. Excellent written and verbal communication skills.

**Additional Qualification Requirements:** Ability to develop and express ideas for office efficiencies. Proficiency with 10-Key by touch, telephone etiquette, and communication skill. Excellent mathematical skills required for accounting principles and procedures. Ability to manage high volume of work. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the background and reference check specified for the position. Must have a valid driver's license and be insurable through SWTJC insurers.

**Submit Application To:** Human Resources (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) Letter of intent, 2) SWTJC application form, 3) resume, and 4) copies of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

### NOTICE TO APPLICANTS

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**