



POSITION ANNOUNCEMENT
Cashier

*Mount Vernon Nazarene University exists to shape lives through educating the whole person
and cultivating Christlikeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. We provide the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. We challenge faculty, staff, and students to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 12-month, **Cashier** for its Student Accounts Office on the Mount Vernon main campus. The position reports to the Director of Student Accounts and is available immediately, upon appointment of a successful candidate. The University pay grade for this position will be commensurate with qualifications and experience. A full complement of benefits is provided including a health care plan, retirement contributions and tuition assistance, each subject to associated waiting periods.

Responsibilities for this position include:

- Customer service via telephone, in-person, and email
- Processing payments from students, parents, employers, and third parties
- Receipting deposits from offices/departments across campus
- Balancing the cash drawer regularly and making bank deposits as needed
- Processing check deposits through the Panini check scanner
- Requesting refund checks for students, parents, and third parties
- Creating invoices for non-traditional students
- Sending monthly statements
- Updating student confirmation codes for each fall and spring semester
- Interacting with eCampus in relation to student textbook accounts
- Reviewing account balances and Perkins holds for transcript clearance
- Performing other duties as assigned by the Director of Student Accounts

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- High School Graduate - Associate degree from a recognized, regionally accredited institution preferred
- Proficiency in Microsoft Office Suite, especially Excel, required; administrative database experience preferred
- Excellent verbal and written communication skills with a demonstrated attention to detail and commitment to accuracy
- Accounting experience preferred (proficiency in mathematical calculations required)
- Demonstrated organizational skills and attention to detail, with a high level of personal integrity and professionalism.
- Ability to maintain strict confidentiality of sensitive financial information

Organizational Expectations:

All employees must uphold Church of the Nazarene values, including prayerful dependence, humble posture, collaborative work, and a growth mindset. Characteristics such as cooperation, accepting direction, punctuality, and openness to feedback are essential.

To be considered for this position, please email a resume to mvnu.recruiting@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs> . Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.