

JOB DESCRIPTION

PART-TIME CASHIER

JOB DETAILS	
Position Title:	Part-Time Cashier Grade
Department/Division:	Finance department
Reports to:	Senior Accountant
Supervises:	None
Last Updated on:	July 19, 2020

Job Purpose

This position ensures the prompt and accurate processing of student account payments, departmental deposits, and various cash disbursements. Position requires a high level of attention to detail, strong analytical and research skills, and the ability to effectively communicate with a broad range of customers.

THIS PART-TIME POSITION IS FOR A PERIOD OF 6 MONTHS FROM AUGUST 5, 2020 UNTIL FEBRUARY 4, 2021.

Main Duties and Responsibilities:

- Responsible for collecting fee & depositing to the bank in compliance with University policies and procedures.
- Update and maintain student accounts and financial records.
- Responsible for petty cash & other related accounts / operations.
- Provide efficient and effective services to students, parents and employees.
- Perform other duties as assigned by immediate supervisor.

Required Minimum Qualifications

- Strong conceptual skills in finance, accounting and banking /cash handling
- Demonstrate excellent customer service skills, communication skills and positive attitude
- Advanced computer skills and knowledge of finance / accounting regular reports
- Minimum of 2 years relevant experience
- Bachelor degree / higher diploma in accounting
- Fluency in English Language (written and spoken), any other languages are a plus

APPLICATION PROCEDURE:

Please email your application to careersdubai@rit.edu and include the following items in your application:

- Subject line must include the source, your name and position you are applying for; **(for example:** Mr. John Smith – Part-time cashier)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.