



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOUUS – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

TELEPHONE NO. (530) 938-5317
FAX NO. (530) 938-5380
www.siskiyous.edu/jobs

CLASSIFIED VACANCY
PERMANENT/12 MONTHS/19 HOURS PER WEEK

POSITION: **ACCOUNT CLERK I, BOOKSTORE**

FILING DATE: **OPEN UNTIL FILLED**
FIRST REVIEW: JULY 5, 2017

SALARY: **\$16.18 - \$18.76 PER HOUR**

JOB NUMBER: **2016-17-36**

THE POSITION

Under general direction and supervision of the Bookstore Manager, responsible for assisting in the maintenance and operation of cash registers and related accounts. Performs other duties directly related to this job description.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Serve as cashier; balance cash register and prepare daily bank deposits.
- Collect and apply payments appropriately.
- Apply charges to the correct Financial Aid or Accounts Receivable Accounts.
- Promote positive campus and community relations by working effectively with students, staff, and faculty of all socioeconomic backgrounds.
- Reconcile cash accounts with general ledger.
- Promote positive campus and community relations by working effectively with students, staff and faculty.
- Check in freight as it arrives against invoice or packing slip.
- Stock shelves, monitor inventory levels, and order merchandise when appropriate.
- Maintain the visual appearance of the store through daily maintenance, creation of displays, and movement of merchandise to fill spaces.
- Prepare merchandise for return to vendors, creation of packing list, and use of shipping process.
- Order merchandise and clothing in conjunction with the Bookstore Manager.
- Input into the creation and design of apparel and souvenirs.
- Conduct year-end inventory to meet audit specification in conjunction with the Bookstore Manager.
- Supervise and help train Student Employees.
- Work independently and ability to operate the Bookstore in the absence of the Bookstore Manager.
- Perform other related duties.

MINIMUM QUALIFICATIONS

1. Any combination of experience and training equivalent to the completion of one to two years of college level course work in accounting area.
2. Two years of related work experience.

KNOWLEDGE OF

- Knowledge of basic principles, methods and practices of billing, cashiering and handling of money and inventory skills.
- Knowledge of and demonstrated proficiency with a wide variety of computer applications, including Microsoft Office Suite.
- Knowledge of mathematical computations.
- Knowledge of overall functions of a cashier's office.
- Ability to perform technical and clerical cashier functions including handling cash, checks and credit/debit card transactions.
- Ability to handle multiple tasks with frequent interruptions.
- Ability to learn, interpret and apply office procedures, rules and regulations.
- Ability to operate a computer and other general office equipment.
- Ability to communicate effectively in both oral and written form and use appropriate and correct English, spelling, grammar and punctuation.

- Ability to use discretion in judgment regarding confidential matters.

ASSIGNMENT AND SALARY

The hourly range for this classified position is \$16.18 to \$18.76 per hour. This is a 6 step classification. Placement on the district salary schedule is based upon education and experience.

PHYSICAL ABILITIES:

While performing the duties of this job, the employee is regularly required to sit, stand and walk. The job requires skill, adeptness and speed in the use of fingers, hands and limb on a repetitive basis. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move supplies and/or equipment up to 50 pounds and perform activities requiring full body exertion.

Light to moderate stress level.

APPLICATION PROCEDURE

To be considered for this position candidates must submit all required documents prior to 1:00 p.m. on July 5, 2017. Postmarks are not accepted. Materials submitted in addition to those listed below will not be considered in the screening process. It is the applicant's responsibility to ensure that all requested materials are received by the filing deadline. **All materials submitted are for this position only, and become the property of the District. Materials will not be returned, copied, or considered for other openings. Any travel expenses incurred are the applicants' responsibility.**

REQUIRED DOCUMENTS

The following materials should be submitted to:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
HR@siskiyous.edu

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- Application Cover Sheet (Available at www.siskiyous.edu/employment/documents/ApplicationCoverSheet.pdf)
- Cover letter which addresses Minimum and Desired Qualifications
- Current Resume
- Transcripts of any college work. (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation.)
- A list of four references. Include the reference's title and current contact information. (Three of the references should have no affiliation with College of the Siskiyous.)

Information about this position may be requested by writing, calling or emailing:

**Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5380
HR@siskiyous.edu**

SCREENING PROCESS

After the preliminary screening, selected candidates will be invited to the campus for an initial interview with the Search Committee. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. The Search Committee will recommend a slate of finalists to the Superintendent/President for a final interview.

The District reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.

College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.