

California State University, Fresno Foundation

MONEY ROOM ASSOCIATE – UNIVERSITY DINING SERVICES

JOB ANNOUNCEMENT #24-659

POSITION SUMMARY:	Full-time, benefited position with University Dining Services through the California State University, Fresno Foundation. Under the direction of the Accounting Technician, the Money Room Associate’s primary responsibility is to reconcile sales and cash from prior day sales as well as prepare daily till for all Dining Services cash operations.
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Daily generation of Subway sales report from POS system • Print daily POS and Blackboard reports and organize by Dining Services operation to use in reconciling sales from previous day • Reconciliation of cashier’s bags from previous day • Utilizing POS and Blackboard reports, input daily sales and reports into excel deposit form • Balance all deposits per each Cash Operations location • Roll all loose coin and deposit in the safe • Prepare cash deposit (strap and bundle) to send to bank • Provide the prepared bank deposit to the Auxiliary Cashier for review and submission to the bank • Preparation of Cashier’s tills for the next business day • Balance Safe every day to ensure accurate cash count and records • When needed, provide front desk coverage • Assist Office Assistant as needed on a regular basis • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High school diploma or general education degree (GED) required; at least six (6) months related experience • Experience in basic accounting and/or inventory tracking • Knowledge of and ability to use a variety of office equipment including computer, calculator, copier/fax/scanner • Possess strong organizational and analytical skills • Possess the ability to learn quickly and problem solve • Ability to be a “team player” and have a record of good attendance • Must be self-motivated and have strong interpersonal skills • Excellent written and oral communication skills • Ability to exercise good judgment and discretion • Must be able to handle highly sensitive information in a confidential manner • Must be highly flexible and able to adjust priorities under the pressure of deadlines in a fast-paced environment with frequent interruptions • Ability to work with a diverse population • Knowledge of various computer software programs
SALARY/BENEFITS:	\$17.30 per hour. Benefits include health, dental, vision, 401K and life insurance, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins <u>November 18, 2024</u>. Position will remain open until filled.

TO APPLY:

Please visit the Auxiliary Human Resources page at <https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html> for job announcement and application.

E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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