



## Cashier

(Cashier 2)

**Department:** Business Services  
**Recruitment #:** S1944  
**Application Deadline:** Review begins immediately. Position open until filled.  
**Salary Range:** \$2190 - \$3076

This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU).

### Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

### Department / Job Summary:

This position is in the Business Services office at Western Oregon University in Monmouth. The Business Services office is responsible for the processing and reporting of all financial transactions for the institution. The operation of the office directly affects each of the institution's employees, students, suppliers, student sponsors, some employees of other state agencies, and some members of the public. The office's operations are vital to the independent operations of the institution. <http://www.wou.edu/business/>

The cashier receives money in the form of cash, checks, and credit cards from staff, students, other departments, and the general public. Counting cash, inputting to the proper accounts in the Banner System, reconciling to Banner, and making deposits to the bank are also duties of this position.

***We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.***

### Working Conditions:

Long lines and noisy conditions can be stressful during Fee Payment. This position may encounter upset individuals on the phone and in person and working with tight deadlines which can create stress. Must be able to stand for extended periods of time.

### Minimum Qualifications:

- Two (2) years of cashiering experience and the ability to handle large amounts of cash. This experience must have included operating a calculator or 10-key adding machine, and basic computer skills

***\*\*A criminal background check will be required as a condition of employment***

**Application Instructions:**

You may submit all materials online at [www.wou.edu/classified](http://www.wou.edu/classified)

**Required application materials (PDF preferred):**

1. WOU Employment Application
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references

**As an alternative, you may also submit application materials to:**

**S1941, Cashier**, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto:employment@wou.edu); OR fax to : 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

**Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.**