



Internal/External	External
Position Title	Student Financials Cashiering Specialist
TTC Title and Code	Financial Specialist I (FN006)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Park Student Services Center <u>Supervisor</u> : Jamie Bednarek, Bursar
University Staff Information	<u>Pay Schedule-range</u> : \$17.00 minimum, based on qualifications and experience <u>Shift</u> : 7:45am-4:30pm, Monday-Friday.
Department	Student Financial Services
Department Description	The Student Financials Department is responsible for the proper billing and collection of fees and income on behalf of the University. The unit provides guidance and assistance to students, graduates, and parents, related to student accounts. The unit also works with internal and external agencies. Knowledge of consumer law and UW-System and campus fee policies and procedures is necessary.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com .
Position Summary	Performs cash receipting, daily balancing and distribution of revenue, prepares bank deposits, and processes scholarships and financial aid payments. Responsible for monitoring banking transactions, reconciling financial data, reporting, and troubleshooting errors and problems. This position also provides customer service to students, campus departments and external contacts.
Required Qualifications	<ul style="list-style-type: none"> •Strong oral and written communication skills. •Excellent interpersonal skills with the ability and desire to work with a diverse customer base. •Strong organizational skills. •Ability to multi-task and work in a fast-paced environment •Strong computer skills and proficiency with Microsoft Office, especially Word and Excel •Ability to maintain confidentiality



Preferred Qualifications	<ul style="list-style-type: none"> •Associate degree in accounting or related business field or equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. •Previous cash handling experience. •Knowledge of UW-System policies and procedures for student tuition and fee assessment. •Knowledge of federal, state and UW-System rules and regulations regarding collection policies and procedures. •Experience with an interactive database system such as PeopleSoft Campus Solutions. •Knowledge of financial aid processes
How To Apply	<p>Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.</p>
Anticipated Appointment Date	June 6, 2022
Terms of Employment	<p>This is an on-going University Staff position, non-exempt from the Fair Labor Standards Act. This position is required to serve a six-month probation period.</p> <p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on May 17, 2022. However, screening may continue until the needs of the recruitment are met.</p> <p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for two professional references
Required Materials	<p>(Official Transcripts required of finalist)</p> <p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email: Jamie Bednarek, Chair, Search and Screen Committee Email: jbednare@uwsp.edu Phone: 715-346-4692</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: Human Resources Email: human.resources@uwsp.edu Phone: 715-346-2606</p>
Special Notes	<p>The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge,</p>



University of Wisconsin
Stevens Point

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Human.Resources@uwsp.edu

UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www3.uwsp.edu/dos/clery/Pages/default.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings have changed. Job duties and responsibilities remain the same. For more information please visit: wisconsin.edu/ohrwd/title-and-total-compensation-study/.”

*PTO offering prorated based on start date and hours worked.



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