TEXAS STATE UNIVERSITY
The rising STAR *of Texas*

Supervisor, Cash Operations

Job Code 50018636

General Description
Oversee the overall operations of the Student Health Center cashier department

Examples of Duties
Supervise cashier department.
Manage revenue cycle for DARS, IDT, and Student Insurance plan.
Manage deposit of payments.
Manage financial hardship requests.
Manage billing disputes.
Oversee reconciliation of monthly reports.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations. Knowledge of billing procedures, and refund policies.

Skill in: Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff, coordinating effective management of projects; operating a personal computer and related software; problem solving and decision-making; managing projects and personnel.

Ability to: Read and interpret manuals; perform basic math; delegate responsibilities to others; communicate effectively with subordinates, customers, insurance companies, and campus staff.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements