



AME UNIVERSITY
Pursuit of Excellence

VACANCY ANNOUNCEMENT

Position Title: **Clinic Cashier**
Division: Academic Support Services
Reports To: Vice President for Academic Support Services
Closing Date: Until filled
Submit To: jobs@ame.edu.lr or Drop off CV and Cover letter to
Human Resources Office, 34 Camp Johnson Road. Monrovia, Liberia
All applications must have the caption “**Clinic Cashier**”

Position Requirements:

The successful candidate shall possess an advance Diploma in Accounting and the ability to manage all transactions with customers accurately and efficiently; include receiving payments and issuing receipts, wrapping packages and keeping track of all cash and credit transactions. The Clinic Cashier should has basic computer knowledge including MS Excel, strong communication and time management skills and customer satisfaction-oriented. An established record of minimum 2 years’ sales experience is required for the position of Clinic Cashier. He/She will report directly to the Administrator of the Clinic.

Position Responsibilities:

- Manage transactions with customers using cash registers
- Receive payment by cash, check or vouchers
- Issue receipts, refunds, or change due to the patients
- Calculate total payments received during a time period, and reconcile this with registered patients
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the clinic
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Other duties as assigned