

# University Recreation and Sport Facilities

## Hilltop Recreation Center Cashier Assistant

### Position Title:

Student Financial Assistant

### Position Description:

University Recreation & Sport Facilities provides students, faculty and staff of University of Wisconsin Eau Claire with a setting where they may participate in a variety of recreational activities in an unstructured and relaxed environment. There are several areas where additional fees are collected for recreation services. A bank reconciliation and deposit are required each morning, along with submission of UWEC revenue reports.

### Primary Responsibilities:

1. Daily bank deposit of University Recreation & Sport Facilities revenue from the Bowling and Billiards Center, Environmental Adventure Center and the Recreation Office.
2. Daily balancing of cash register(s), preparing daily revenue reports and data entry on Excel and University Accounting Systems.
3. Additional budget reports and other duties as assigned.

### Expectations:

1. Expertise in cash handling preferred. All employees are expected to act responsibly at all times, your actions represent the integrity of the entire staff.
2. Hours: Monday-Friday 8:00-9:30 am or 8:30-10:00 am
3. Work Study or Non Federal funding accepted.
4. Criminal Background check will be required.

### Additional Information and Form Submission:

Kathie Fahrman, Financial Specialist  
Front office, Hilltop Recreation Center  
836-4064 or [fahrmakj@uwec.edu](mailto:fahrmakj@uwec.edu)

