JOB DESCRIPTION

Senior Teller

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for leading and coordinating other tellers, performing the teller’s duties of the Bursar’s Office, making receipt deposits to the University accounts and Ole Miss Express personal accounts. The incumbent reports to the Head Teller in the Bursar’s Office. The incumbent uses detailed instructions from the supervisor and basic accounting practices to accomplish assigned tasks.

Examples of Work Performed
Coordinates and leads the activities of the tellers.

Assists tellers in routine duties such as cashing checks, accepting deposits to student or departmental accounts, receiving payments to accounts receivable, and similar transactions.

Maintains adequate supply of change for daily business transactions.

Proofs and verifies large departmental deposits. Preps large deposits for local banks.

Explains University policies and procedures to customers. Assists customers with problems concerning account balances.

Prepares daily report indicating total cash receipts and cash “payout” of cashier station and balancing of all monies.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and leads the activities of the tellers; assists with routine duties.
2. Collects and records fee payments; balances the cash fund on a daily basis.
3. Explains University policies and procedures to customers.
4. Prepares daily reports.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; use hands to finger, handle or feel objects; and reach with hands and arms. The incumbent is periodically required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Two years of study at an accredited college or university.

AND

**Experience:**
One (1) year of experience related to the above describe duties.

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**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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