Definition of Class
This is a non-supervisory position in which the incumbent assists University faculty, staff, students, and guests who visit the Bursar’s office for the purpose of making deposits to their accounts, making payment to accounts receivable, cashing checks, and similar transactions.

Examples of Work Performed
Receives cash, checks, credit cards and currency for deposit to student and departmental accounts. Cashes checks. Receives payment from customers for rent, traffic fines, student loan accounts, infirmary charges, diploma fees, and similar accounts receivable. Prepares deposit receipts and posts to appropriate account for accounting purposes.

Maintains adequate supply of change for daily business transactions.

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

Received tuition and fees from students and issues fee receipts.

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

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

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. Assists University faculty, staff, and students in completing various financial transactions in the Bursar’s office.
2. Prepares daily reports.
3. Explains University policies and procedures to customers.

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; to use hands to finger, handle, or feel objects, tools or controls; and to reach with hands and arms. The incumbent is frequently required to maintain balance or equilibrium. The incumbent is occasionally required to walk; stand; and lift or carry.

Experience/Educational Requirements:

   Education:
   Graduation from a standard four-year high school or equivalent (GED).

   AND

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

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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