JOB DESCRIPTION

Head Teller

Definition of Class
This is a first level supervisory position. The incumbent supervises other tellers in the Bursar’s Office and relies primarily on exchanging factual information to carry out the objectives; assists in managing and coordinating the receipt, custody, and disbursement of University funds.

Examples of Work Performed
Supervises, coordinates, and participates in the teller’s duties of the Bursar’s Office.

Plans and schedules work for assigned employees ensuring proper distribution of assignments; trains new tellers and assists them in becoming oriented to their positions; monitors activities to ensure compliance with established departmental standards and practices.

Recommends various personnel actions including, but not limited to, hiring, promotions, transfers, and vacation schedules.

Liaisons with local banks for purpose of monitoring daily cash balance and making daily deposits.

Assists customers of the Bursar’s Office with routine transactions including cashing checks, accepting deposits to student or departmental accounts, receiving payments to accounts receivable, and similar transactions.

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. Supervises, coordinates, and participates in teller’s duties of the Bursar’s Office.

2. Plans and schedules work for assigned employees, trains new tellers, monitors activities, and recommend various personnel actions.

3. Serves as a liaison with local banks for balance for making daily deposits

4. Prepares daily cash receipts voucher.

5. Proofs and verifies large departmental deposits and prepares large deposits for local banks.

6. Maintains adequate supply of cash for daily business activities.

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, tools or controls; and reach with hands and arms. The incumbent is periodically required to stand; and walk.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school or equivalent (GED).
- **Experience:** Three (3) years of experience related to the above described 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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