Title: Teller

Pay Scale Group: 93

Essential Function

Under general supervision of designated supervisor, receives money and make change, reconcile and balance receipts and disbursements, compile reports.

Characteristic Duties

1. Receive money for payment of fees and financial transactions, make change, checks for valid authorization to purchase, issue receipts.
2. Total and certifies income against receipts; prepare deposit for bank or finance department.
3. Reconciles and balances receipts and disbursements.
4. Assists in training and orienting new employees.
5. May supervise other cashier office staff.
6. Perform clerical duties related to cashier office (e.g., answers the telephone, maintain files, prepares correspondence, order supplies, and compile reports).
7. May open office and vault, count money, maintains adequate supply of change.
8. Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school/GED diploma required; one year teller experience in financial institution required; ability to work with decimals and fractions; add, subtract, multiply and divide; make change.

Last updated: April 2016