

Date: 08/21/2018

Position Title: Bank Teller

Position Summary: Individual will be responsible for providing excellent customer service through efficient and accurate processing of customer transactions.

Reporting Relationship: Individual will report directly to the Cashier

Roles and Responsibilities:

- Process customer transactions including deposits, loan payments, withdrawals, etc.
- Cash negotiable instruments for customers
- Perform daily balancing of cash drawer in accordance with Bank procedures
- Maintain the highest level of confidentiality with any and all information obtained
- Perform daily reconciliation of bank Cashier's Check log in accordance with Bank procedures
- Assist customers in accessing safety deposit boxes
- Other duties as assigned

Minimum Requirements:

Education: High School Diploma

Experience: Customer service experience required
Previous experience as Bank Teller preferred

Knowledge/Skills:

- Strong customer service skills
- Strong interpersonal communication skills
- Ability to work at fast pace & under pressure as needed
- Individual must be detail oriented with a high degree of accuracy
- Knowledge of core system, CSI NuPoint, preferred not required