



Independently Strong. Individually Committed.

Date: 11/23/2018

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