

Job Qualifications/Skills:

- Must have good customer service
- Organizational Skills
- Good oral and written communication skills
- Ability to perform all job functions

Teller

Specific Job Functions:

- Provides comprehensive, prompt and efficient customer service of financial Institution transactions
- Cash checks or savings withdrawals and payout money after verifying that date of Instrument, signatures are correct and that written and numerical amounts agree, And the accounts have sufficient funds to process the transaction. Enter each Transaction into teller system to ensure proper update of bank main computer System.
- Receives checks and cash for deposits to checking and savings accounts, verifies Amounts, examines checks for proper endorsement, and enters deposits into Computer records.
- Balance ATM as requested
- Receives payments for mortgages, consumer and other loans and prepares Receipts.
- Sell Cashier's Checks and Money Orders.
- Order a supply of cash to meet daily needs.
- Assist customers with cash advances and process related general ledger tickets.
- Cross sell other bank products.
- Balances cash drawer at the end of the day and compares totaled amount to Computer generated proof sheet. Reports any discrepancies in their draw to the head teller/supervisor.
- Ensures that the lobby area is properly stocked and maintained.
- Place Reg CC holds on accounts when required.
- Prepare CTR report and mail to proper authorities.
- Assist other departments with duties when called upon.