

TELLER Job Description

Locations: Spencer and Wellington

Days of operation: Tuesday – Saturday

Reports to: Head Teller and Bank Secrecy Act | Chief Compliance Officer

Employee Classification: Non-Exempt (hourly)

Job Responsibilities and Duties

- Writing down and processing night depository and mail deposits and payments.
- Accepting cash, checks, and other forms of payment from customers.
- Processing all transactions electronically throughout the shift.
- Preparing and processing specialized types of funds, such as money orders, savings bonds, and bank checks.
- Answering questions from customers about their accounts.
- Working with customer service reps and bookkeeping to help customers with ordering checks, problems they may have with their accounts, and issues they may have with their debit cards or online banking.
- Assuming other related duties and tasks to keep the teller area running smoothly, such as rolling coin and facing and strapping currency.
- Balancing the ATM on a rotating basis with the other tellers.
- Balancing your cash drawer at the end of each shift.
- Detail oriented, able to maintain confidentiality.

Physical Requirements:

- Long periods of sitting and/or standing at a desk and working on a computer.
- Must be able to lift 10 pounds.