

# Teller

## Job Requirements:

- High School diploma or equivalent
- Successful completion of in-house training program (if available) or other approved training program.
- Good interpersonal communication and computer skills, ability to operate standard office equipment, such as typewriters, and adding machines.

## Specific Job Functions:

- Receives checks and cash for deposits to accounts, verifies amounts, examines checks for proper endorsement, and enters deposits into computer records.
- Cashes checks and processes withdrawals; pays out money after verification of signatures and customer balances.
- Promotes and explains other financial institution services such as customer and mortgage loans, certificate of deposits, safe deposit boxes, traveler's checks and money orders.
- Receives mortgage consumer loan and other payments and ensures the payments match balances due. Enters payments into computer. Generates customer receipts.
- Counts, checks and packages coins and currency.
- Balances cash drawer at the end of the shift and compares totaled amounts to computer generated proof sheet. Reports any discrepancies to the supervisor as necessary.