



## Bank Teller Seasonal-Job Description

### **Job Summary**

The Bank Teller performs a wide variety of duties to service customers in a courteous, professional manner, by providing prompt, efficient, and accurate service while processing financial transactions. The right person for this position will have a friendly demeanor, a can-do attitude and take the initiative to help others at all times.

This is a non-exempt position, with varied hours and days.

Monday through Friday, hours will range between 8:00 a.m. to 5:00 p.m. A Saturday rotation from 8:30 a.m. to 12:00 p.m., will be required.

### **Essential Functions and Responsibilities**

- ❖ Provides efficient, effective and courteous customer service. Performs a variety of transactions to service the customer;
- ❖ Maintains effective knowledge of Bank's products and services;
- ❖ Ensures the accuracy of activities. Balances transactions and cash at the end of the day;
- ❖ Answer incoming calls by providing customers with information, and directs customer calls to appropriate departments;
- ❖ Ability to practice branch security by consistently protecting customer confidentiality and privacy;
- ❖ Ability to evaluate current customer needs and cross-sell appropriate bank products to them;
- ❖ Secure all vaults, balance vault and ATM cash, and handle night drop deposits;
- ❖ Process coin through the coin machine; and roll coin;
- ❖ Perform duties in compliance with policy and procedure;
- ❖ Prepares and distributes periodic reports and notices;
- ❖ Process daily work;
- ❖ Regular and reliable attendance required/physical presence at bank;
- ❖ Perform other duties as assigned.

### **Skills and Attributes**

- ❖ Excellent communication and interpersonal skills;
- ❖ Self-motivation, with strong attention to detail and excellent organizational skills;
- ❖ Strong math and keyboarding skills;
- ❖ Ability to maintain discretion and confidentiality;
- ❖ Ability to prioritize and manage multifunctional tasks in a timely manner;
- ❖ Self-starter; ability to work in a team and independent environment;
- ❖ Proficiency with Microsoft Word, Excel, Outlook, Windows;
- ❖ Eagerness and willingness to learn a variety of tasks.

### **Qualifications:**

- ❖ High School Diploma or equivalent;
- ❖ Previous experience in customer service;
- ❖ Experience in cash handling preferred, but not required.

### **Working Environment**

Must be able to stand and/or sit for extended periods of time. Occasional heavy lifting required. Job requires employee to bend forward by bending at the waist, or by bending the legs and spine. Must be able to express ideas by the spoken word, and requires perception of speech.