



## Job Posting

**Job Title:** Teller (Part-time)

**Location:** Gaylord

**Posting Date:** September 3, 2020

### **Job Summary**

This position accurately processes customer transactions while being accountable for balancing individual cash drawer daily.

Hours: Monday – Friday, with Saturday rotation.

### **Primary Duties and Responsibilities**

- Assists customers with transactions; such as deposits, withdrawals, transfers, payments and bond redemptions.
- Familiar with account guidelines in order to resolve any customer concerns with their accounts and refer customers to the appropriate department to solve any issues.
- Competent use of teller department equipment: coin counter, coin roller, currency counter, encoders, Branch Capture, and computer systems.
- Balances cash drawer within daily limits and follows security methods for handling cash.
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### **Qualifications**

#### Education/Experience

- High School diploma or equivalent
- Cash handling, administrative, or customer service experience preferred

#### Knowledge, Skills and Abilities

- Customer service orientated
- Computer skills necessary to operate software programs used in the Teller area.
- Numerical proficiency and attention to detail in a fast-paced environment.
- Ability to prioritize and make judgment calls regarding customer transactions

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