

Job Title: Bank Teller

Job Description:

- Serves customers by completing account transactions.
- Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, and recording night and mail deposits.
- Sells cashier's checks, traveller's checks, and series e bonds.

Qualifications:

- High school diploma, GED, or equivalent
- Six months consecutive customer service experience in financial services, retail sales, or a goal-oriented environment preferred
- Prior supervisory or management experience a plus

Skills:

- Customer service
- Attention to detail
- General math skills
- Verbal communication
- Integrity
- Selling to customer needs
- People skills