

Position: **TELLERS** (Main Office)

Reports to: VP Operations Officer

Summary of Job Duties:

- Process a variety of transactions initiated by customers
- Set up Teller station daily proving cash in drawer
- Balance work daily totaling transactions processed
- Compile all checks cashed during the day and verify totals with Operations
- Maintain supportive records of day's work

Summary of Job Requirements:

- High School diploma
- Cash handling experience
- Friendly, professional demeanor
- Customer Service experience
- Must be detail-oriented and conscientious
- Basic computer skills