

## **JOB DESCRIPTION**

**Position: Teller (Part-Time)**

**Facility: Riverwoods**

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### **General Summary**

Provides a variety of service functions, including processing savings accounts, checking accounts and loan transactions, cashing checks and selling money orders and cashier's checks. Also processes mail, maintains detailed account records, cross-sells products and services. Is responsible for verifying cash totals and balances drawer on a daily basis.

### **Principal Duties and Responsibilities**

Process customer transactions such as deposits, cashing checks, recording night, balances ATM and mail deposits, etc. Cross-sell bank products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative.

Accountable for representing the bank to the customer in a courteous, professional manner, recognizing them by name and providing prompt, efficient, and accurate service.

Performs related duties as assigned.

### **Knowledge, Skills and Abilities Required**

- \* Good interpersonal skills to represent the bank in a positive way in dealing with the bank's clients.
- \* Possess good communication skills to be able to communicate effectively with clients of the bank, department staff, co-workers and other bank managers.
- \* Strong cash handling abilities.
- \* Ability to be focused and diligent with all types of teller transactions

### **Education and Training Requirements**

The above abilities are usually acquired, but not limited to, a high school diploma or equivalent with three to six months' related experience.