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# Example of Bank Teller Job Description

Our growing company is looking for a bank teller. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for bank teller

* Maintains, updates and organizes files regarding member records
* Enthusiastically support Company's focus on member sales and service
* Prepare the weekly work schedule, conduct performance evaluations, interview new tellers, train, serve as the vault teller, and prepare reports
* Responsible for the efficient operation of the department by performing duties which may include scheduling, training, reporting, compliance, security and member service
* Provide direction to tellers through assignment of work and by providing technical guidance
* Perform teller duties and member service tasks to include account inquiries, deposits, withdrawals, change orders and sorting coin, cashier's checks, cash advancements, loan payments, ordering checks, night depository processing, scanning checks, ATM processes, stop payments, check orders, file maintenance and account research
* Responsible for branch cash levels to include ordering cash, following cash levels assigned, verifying cash received, filling teller cash orders, maintaining full vault security and balancing vault cash nightly
* Effectively inform members of the benefits and features of deposit products and services to include checking and savings accounts, CD's, retirement accounts, credit cards, debit cards, safe deposit boxes, direct deposit and online banking
* Completes special requests by closing accounts
* Greet Public

## Qualifications for bank teller

* Should be versatile and possess excellent communication skills to interact with employees and customers
* Personable character
* 6 months of Retail or Financial sales experience OR 2+ years of US Military service OR 1 year of colleg
* Recent teller experience
* Flexible work schedule throughout the day
* Occasional day travel may be required for training/meeting purposes