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# Example of Head Teller Job Description

Our innovative and growing company is hiring for a head teller. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for head teller

* Accurately process various financial transactions including checks/cash for deposit, conduct withdrawals, issue receipts, and record transactions in the system
* Assist with daily proof, monthly financial center audits, act as Vault Teller, prepare and receive cash shipments, replenish ATM
* Complete Currency Transaction Reports (CTRs) and report suspicious activity
* Assumes some supervisory control over the tellers, by planning work schedules, distributing and monitoring teller's cash, investigating teller differences, assisting tellers in balancing daily proof, handling more complex customer transactions and training tellers in new procedures
* Ensures adequacy of Branch cash for daily transactions by ordering, shipping currency, coin controlling and distributing cash to tellers within prescribed limits
* Prepares and maintains daily and monthly teller related reports and logs
* Utilizes technology such as Teller Scanning Equipment, Cash Recycling and Cash Dispensing machine and support customers in use of Coin Machines
* Ensures that dual control procedures are followed
* Oversees sales referral process and coaches teller staff
* Provides feedback on teller performance to Branch Service Manager for performance evaluation completion

## Qualifications for head teller

* Employee must maintain an active registration status with NMLS (Nationwide Mortgage Licensing System and Registry)
* Demonstrates competency and accountability with Store operational standards
* Ensure integrity of operation standards and efficiencies
* One year of Teller experience (Trustmark Teller experience preferred)
* Head Teller experience preferred
* Ability to meet minimum standards of Teller Assessment test