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# Example of Senior Teller Job Description

Our growing company is looking for a senior 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 senior teller

* Performs monthly certifications when necessary
* Assists in processing ATM (including balancing) and night drop
* Work with an amazing team of professionals dedicated to creating the best experience for our clients
* Gain knowledge in all areas of government regulations
* Collaborate with your manager to establish achievable referral and professional development goals
* Daily balancing and reconcilement of Virtual Vaults and Safepoint safes nationwide
* Researching outages and making correcting entries to resolve differences
* Manage inventories within the Virtual Vaults ensuring sufficient cash levels are on hand
* Order cash/coin from Fed and Deposit cash/coin when needed
* Handles all customer inquiries for all Virtual Vaults and Safepoint

## Qualifications for senior teller

* Strong client servicing, problem solving, and organizational skills are required to identify, research and/or resolve requests, to manage conflicting priorities and workflow
* 6 months prior Teller experience
* High school diploma/equivalent or equivalent combination of education and experience
* Able to successfully complete Bank's product and sales training courses
* Career growth opportunities in Retail, Business Banking or Wealth Management, including, but not limited to, Universal Banker, Small Business Relationship Banker, Licensed Relationship Banker and Branch Manager based on success in this front-line role
* Minimum of 1 year cash handling experience in a retail or banking environment