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# Example of Vault Teller Job Description

Our growing company is looking for a vault 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 vault teller

* Organize coin daily to be shipped to the Brink’s Coin Vault
* Signs for accountability for each deposit processed from Armored Car paperwork on a daily basis
* Investigates unbalanced deposits, recounts any differences of $50.00 daily
* Assists in other vault areas when needed
* Prepare outgoing shipments, verify incoming shipments to amount requested
* May perform other duties such as balancing the cash dispenser settling the ATM, ordering supplies, settling internal bank accounts, balancing the branch
* Process deposits accurately and in a timely manner
* Maintains daily armored car logs and obtains appropriate signatures on incoming and outgoing manifests
* Supply and verify branches, business customers, and other Central Vault Tellers coin and currency
* Process transfers of money (TXs) between vault and tellers

## Qualifications for vault teller

* Working knowledge of banking equipment – calculator, Glory VAS Comp u Order System, GRF100 currency counter, and Cummings Jet Coin Sorter preferred
* Assist in preparing shipments and orders cash and coin from the Federal Reserve
* Contact appropriate sender in event of error
* Reinforces department goals and objectives
* Provides superior customer service and appropriate follow through to internal and external customers
* Operates a computer efficiently to process account activity, determine balances, and resolve problems within given authority