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# Example of Vault Teller Job Description

Our company is growing rapidly and is looking for a vault teller. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for vault teller

* Verifies/balances/accepts incoming deliveries from Armored Car couriers and vendors
* Provides relief support in all other areas of department
* Completes assigned duties within section to include balancing incoming bags and sales drafts
* Communicate customer issues/concerns to management
* Comply with all State Gaming Regulations relating to Title 31
* Prepare reports relating to overages, shortages, volumes of cash transactions, chip exchanges, checks, marker payments
* Responsible for safeguarding company assets within the Vault and the Cage area
* Verify cash transactions
* Approve check-cashing and credit privileges up to amounts as determined by Management
* Prepare and balance Cage daily deposits

## Qualifications for vault teller

* Ability to lifting 50lbs or more repeatedly and stand for long periods of time
* Intermediate skills in personal computer operation
* Basic math skills to meet the needs of the position including counting currency, coin and negotiable instruments in a timely manner
* 1+ years experience vault experience or at least 6 months experience as teller and the ability to pass a teller test
* Zero to one year of cash handling and customer service experience
* Demonstrated clerical, data entry, and processing skills