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# Example of Vault Teller Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of vault teller. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for vault teller

* Maintain professional attire
* Actively participate in the High Performance Growth (HPG) program including Branch HPG displays, Big Days, and Tell a Friend program
* Maintain branch supply of cash and process shipments to and from the Federal Reserve
* Process, monitor and balance currency in the vault and maintain a record of all cash exchanges daily
* Prepare Human Subject Incentive Program (HSIP) funds for disbursement based on daily work list requests
* Ensure that the amount of currency and coin on hand daily is sufficient to service teller drawers, departmental cash needs and HISP requests
* Maintain and balance vault cash daily
* Prepare journal entries for petty cash and travel advances disbursed at the UM Credit Union, vouchers for each type of disbursement from Student Business Services
* Prepare month-end reports that are used by the Financial Operations Account Operations area as part of monthly vault cash reconciliation
* Provide support, as needed, with emails, phone calls and mail processing

## Qualifications for vault teller

* Two (2) or more years of bank operations experience with one (1) year in a branch environment with extensive cash handling experience
* Cash handling, deposit processing, Lockbox, other banking experience
* Ability to work and multitask in a fast paced deadline driven environment
* Experience with currency counting or high speed sorting equipment
* Minimum 0 – 1 years of responsible work
* Must be able to lift/transport up to 50 pounds and stand for extended periods of time