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# Example of Vault Teller Job Description

Our company is growing rapidly and is hiring 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

* Oversees reserve cash and ships excess cash for credit to the Federal Reserve Bank
* Deposits large amounts and holds uncollected funds as needed
* Balances vault currency to system reports and reports any discrepancies to the Branch Manager as necessary
* Reviews and provides system overrides on other tellers’ transactions, when needed
* Performs other duties such as balancing the cash dispenser settling the ATM, ordering supplies, settling internal bank accounts, balancing the branch
* Process deposits and other transactions accurately and in a timely manner
* Maintaining cash levels within established limit
* Preparing outgoing shipments, verifying incoming shipments to amount requested
* Facilitating cash transfers between teller & vault
* Processing currency & coin orders per members’ requests

## Qualifications for vault teller

* Able to adapt to frequent schedule changes
* Previous bank teller experience preferred
* Completion of high school education, with college degree preferred
* Two or more years of office experience, particularly in a Cashier’s Office or Financial Institution
* Experience in handling large sums of money and negotiable instruments with a high level of accuracy
* Excellent organizational and time management skills with the ability to handle multiple tasks with varied deadlines