



Example of Senior Teller Job Description

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Our company is looking to fill the role of senior teller. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior teller

- Completes necessary documentation and data entry
- Processes all deposit and loan transactions
- Process transactions accurately and efficiently in accordance with established policies and procedures while providing an excellent experience for clients and acting as the face of the Bank
- Work within established policies, procedures and guidelines and embrace our
- Provide prompt, efficient, and accurate service in the processing of all transactions
- Maintain the proper level of currency in the vault by placing orders to meet required needs
- Accurately prepare currency and coin orders daily as requested
- Work directly with the Treasurer's Office to accurately prepare and disperse HSIP funds
- Process, monitor and balance currency in the vault while maintaining an accurate record of all cash exchanges daily per specified balancing standards
- Accurately maintain daily and monthly vault reports

Qualifications for senior teller

- Minimum of 1 year demonstrated customer experience, recommending and referring products and services to customers
- Being highly proficient in processing customer transactions accurately and efficiently while balancing daily

communication while maintaining up to date knowledge on all products, services, technology and policies

- 1 year of bank teller experience
- High school diploma/equivalent or equivalent banking experience required
- Previous teller/cashier experience preferred