



Example of Vault Teller Job Description

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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

