

ECB&T Teller Job Description

Job Title: Teller

Region: 12-Sidell

Reports To: Regional President

FLSA Status: Non-Exempt

Prepared By: Administrative Services

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Summary: The Teller presents a professional image of Edgar County Bank & Trust Co. to customers. This position requires a friendly personality, general knowledge of banking services, and skills in all phases of teller operations. This role requires independent judgment with minimum supervision and the ability to work under pressure during peak times while maintaining speed and accuracy.

Essential Duties and Responsibilities:

- Complete customer window transactions for Checking & Savings accounts
- Cash checks, money orders, and other negotiable items
- Issue Cashiers Checks
- Redeem Savings Bonds
- Process Cash Advances
- Accept Loan Payments and Safety Deposit Box Rent
- Help customers into their Safety Deposit Boxes
- Process Night Drop and Mail Deposits
- Wrap Coin
- Keep money level maintained; count and band money when needed
- Help customers into their Safety Deposit Boxes
- Account Holds
- Collect information for Currency Transaction Reports
- Close accounts, process address changes, stop payments, check orders and other customer account maintenance
- Review overdraft list daily
- Answer the phone and respond to customer questions and concerns
- Explain and promote products and services
- Open New Accounts
- Any other miscellaneous duties as assigned by supervisor

Supervisory Responsibilities: No supervisory responsibility

Qualifications: High School Diploma or GED and proficiency with computers.