

## **Prospect Bank Part-Time Teller Job Description**

**Job Title:** Part-Time Teller

**Reports To:** Branch Manager

**Prepared By:** Administrative Services

**Region:** 09 - Gilman

**FLSA Status:** Non-Exempt

**Prepared Date:** 03/18/2025

**Summary:** The Teller presents a professional image of Prospect Bank 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, Utility Bill Payments, and Safe Deposit Box Rent
- Help customers into their Safe Deposit Boxes
- Account Holds
- Collect information for Currency Transaction Reports
- Close accounts, process address changes, stop payments, check orders, snapshot statements
- Process Night Drop deposits
- Wrap Coin
- Review overdraft list daily
- Answer the phone, when needed, and answer customer questions
- Keep money level maintained; count and band money when needed
- Explain, promote, or sell products and services
- Any other miscellaneous duties as assigned by supervisor

**Supervisory Responsibilities:** No supervisory responsibility

**Qualifications:** High School Diploma or GED