

Prospect Bank Teller Job Description

Job Title: Teller

Reports To: Customer Service Manager

Prepared By: Administrative Services

Region: 01-Paris

FLSA Status: Non-Exempt

Prepared Date: 03/17/2025

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 and complete monthly billing
- Account Holds
- Process Currency Transaction Reports
- Close accounts, process address changes, stop payments, check orders, & snapshot statements
- Process Night Drop and Mail-In deposits
- Process Lock Box deposits and complete monthly billing
- Wrap Coin
- Daily balancing of ATM's and filling when needed
- Monthly TCR audit
- Review overdraft list daily
- Review CTR reports
- Review daily reports as directed by supervisor
- Answer customer questions, in person and over the phone
- 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