

## **Senior Teller**

### **SUMMARY:**

Supervises, coordinates, and schedules activities of employees engaged in the customer service department, ensuring that work is performed in accordance with established policies and procedures.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Conducts an inventory on all supplies required for new accounts, teller and microfilm.
- Processing of return items from other financial institutions.
- Balances NSF report monthly.
- Responsible for opening and closing the office.
- Searches records to assist subordinates in locating and reconciling posting errors on customers' accounts to verify accuracy of transactions.
- Trains Tellers in practices and procedures, including hold-up and robbery, regulatory compliance (i.e. Regulation CC) and organization philosophy.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)