

## Senior Teller



*Salary Grade: 4*

*Non-Exempt*

**JOB TITLE: Senior Teller – Part Time – 30 Hours-Flexible Schedule**

**DEPARTMENT: Broadway Branch**

**REPORTS TO: Branch Manager**

**Position Summary:** The primary purpose of this position is to provide consistent, high quality customer service, including needs identification and cross-selling/referrals, while accurately and effectually processing financial transactions in strict accordance with bank's policies. In the absence of a Head Teller, may assume his/her responsibilities.

### **Functions:**

- Processes all customer transactions in strict adherence to bank procedures, including savings; check; bond; cash; travelers checks; mortgage, consumer, and other loan payment; and night deposit transactions
- Resolves routine customer service concerns and/or notifies the appropriate authority to do so
- Explains, promotes, refers, and/or sells products and services based on customers' needs, i.e., travelers checks, money orders, cashier checks
- Meets or exceeds defined sales, referrals, and service goals
- In the absence of a Head Teller, may assume Head Teller responsibilities
- Assists with supervision of the Teller line in conjunction with Head Teller
- Mentors, acts as a guide, and learning resource for individuals in Teller I and Teller II positions
- Cashes checks and pays out money after verification of signatures and customer balances according to Check Cashing guidelines
- Processes transactions on the bank's operating system(s)
- Accurately and in a timely fashion balances currency, coin, and checks in cash drawer within specified time periods and at shift's end (in strict accordance with bank's guidelines)
- Removes deposits from, and counts and balances cash in automated teller machines and night depository
- Performs other assigned duties essential to the operation of the branch
- Occasionally "fills in" for other branches at the request of management
- May open new accounts
- Completes end of day branch balancing and reports
- Actively participates in community service and consistently represents Dime Bank in a professional manner.

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### **Knowledge, Skills, Requirements:**

Requires at least a high school diploma or its equivalent, one year of prior experience in a financial institution performing teller activities, and an adherence to the bank's training policies and requirements.

- Aptitude for mathematics
- Able to strictly follow instructions, policies, procedures, regulations, and confidential protocol
- Adhere to compliance of all applicable Federal and State bank regulations, as well as Dime Bank policies and procedures
- Excellent customer service, including customer relationship building and product and services referral skills
- Top-notch communication skills
- Competent keyboard skills and familiarity with computers
- Organizational skills, i.e., maintain an organized and efficient workspace
- Initiative
- Ability to work closely and harmoniously with others in a busy environment

### **Physical Demands and Condition Requirements:**

- General office environment
- Standing for extended periods of time
- Ability to lift bags of coin

### **Equipment Used:**

- General office equipment, i.e., calculator, photocopier, etc.
- Computer
- Coin machine
- Bill counter
- Check filmer

**ADA:** The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.