

TELLER (Full-Time)

Job Requisition #: 2019_0301

Position Type: Full-Time

Job Category: Non-Exempt

Location: Brownsville

Supervisor: Lobby Service Manager

Department: Teller Operations

Work Schedule: Hours vary Monday – Friday, 7:45am to 6:30pm; Saturday rotation, 8:45am to 1:00pm

JOB DUTIES

SUMMARY

Provide quality customer service while conducting a variety of savings, checking and credit transactions. Balance cash and keep records of money and negotiable instruments involved in various transactions. Comply with bank operations and security procedures and contribute to team effort.

ESSENTIAL FUNCTIONS

1. Process both lobby and drive up customer transactions.
2. Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.
3. Cash checks and pay out money after validating required information.
4. Accurately record customers' transactions and issue computer-generated receipts.
5. Balance currency and coin in cash drawer at end of shifts utilizing teller software, calculators, or adding machines.
6. Process night drop and mailed in deposits and ensure the information is recorded properly.
7. Promote and explain other financial institution services including, but not limited to, consumer and commercial loans, Certificate of Deposit rates, debit cards, and merchant services.
8. Place holds on accounts for uncollected funds.
9. Ensure that teller area is properly stocked with forms and needed supplies.
10. Perform other duties as assigned.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. Six months to one year of prior cash handling experience required.
3. Successful completion of in-house training program.
4. Strong customer service and communication skills required. Bilingual (English/Spanish) speaking ability preferred. Strong attention to detail required.
5. Ability to operate standard office equipment required.

HOW TO APPLY:

Applications must be submitted by the closing date. An employment application may be downloaded from the Career Opportunities page on Rio Bank's website at www.riobk.com and emailed to jobs@riobk.com.

Teller Job Posting

Date Posted: 3/5/2019

Posting Closes: Until position is filled.