

## TELLER (Part-Time)

**Job Requisition #:** 201909\_01

**Position Type:** Part-Time

**Job Category:** Non-Exempt

**Location:** McAllen, Texas

**Supervisor:** Lobby Service Manager

**Department:** Teller Operations

**Work Schedule:** 30 hours/week

Hours vary: Monday – Friday, 7:45am to 6:15pm;

Saturday, 8:45am to 1:15pm.

## 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 customer service experience required. Six months prior cash handling experience preferred.
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.

**WORK ENVIRONMENT:** This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, keyboards, phones, photocopiers, scanners, filing cabinets, adding machines and fax machines.

**PHYSICAL DEMANDS:** While performing the duties of this job, the incumbent is required to talk, hear, stand, walk, stoop and manipulate (lift, carry, move) light to heavy weights of 5 to 55 pounds. This position involves standing for long periods of time, frequently viewing a computer monitor; requires good hand-eye coordination, arm, hand and finger dexterity, including the ability to grasp.

**TRAVEL:** Minimal travel to attend staff meetings and trainings.

## HOW TO APPLY:

Download an employment application from the Career Opportunities page on Rio Bank's website at [www.riobk.com](http://www.riobk.com).

External candidates should email their employment application to [jobs@riobk.com](mailto:jobs@riobk.com).

***Teller Job Posting***

***Date Posted:9/13/2019***

***Posting Closes: **Until position is filled.*****