



Position Title: Vault Teller
Department: Operations
Reports to: AVP Branch Manager
FLSA Classification: Non-exempt
Compensation: \$17.00 - \$18.50 per hour

Job Summary:

The Vault Teller is responsible for the security and maintenance of branch cash. Provide a broad range of services to the credit union membership conducting financial and other services in the Teller Department.

Supervisory Responsibilities:

None

Duties/Responsibilities:

- Responsible for ordering; replenishing; maintaining and verifying the branch cash, including ensuring teller drawers and ATM balance daily.
- Maintain the vault cash which includes the verification and security of incoming and outgoing cash shipments, Tellers, ATM machines and Cash Dispenser Machines (CDM's).
- Responsible for interacting daily with third party armored transport service.
- Reconciles assigned GL accounts and month end cash for assigned Branch.
- Research and identify overrides and able to override warnings for other employees.
- Responsible for coaching/mentoring tellers to ensure consistent procedures are followed.
- May provide basic back-up duties to the FSR department including but not limited to opening new accounts; sub accounts, certificates and submitting member requests for new loans.
- Responsible for adhering to all established policies and procedures including but not limited to Bank Secrecy Act (BSA), Anti-Money Laundering (AML), Office of Foreign Assets Control (OFAC), Customer Identification Program (CIP), Member Due Diligence (MDD), HIPAA, ADA and other federal/state compliance regulations.
- Other duties as assigned.

Required Skills/Abilities:

- Proficient knowledge of credit union policies and procedures; products and services to resolve problems in an efficient manner.
- Proficient in all aspects of the Credit Union operations.
- Strong verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Strong organizational skills and attention to detail.
- Strong time management skills with a proven ability to meet deadlines.
- Strong attention to detail and excellent organizational skills.

Education and Experience:

- High school diploma or equivalent required.
- Minimum one to two years prior Member Service Rep experience preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- May require standing and walking 25% of the time, lifting up to a maximum of 30 pounds, and other physical actions that include stooping, kneeling, crouching, crawling, reaching, pulling and pushing.
- May be required to work in an environment with high noise levels and unpredictable temperature and ventilation.

The above information on this position has been designed to indicate the general nature and level of work to be performed by employees designated to this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, or physical requirements.