

Universal Teller

SUMMARY:

Under supervision, and in accordance with existing procedures and systems, provides a variety of customer service functions involving the receipting and/or disbursing of funds. (i.e. check, money order, travellers cheques). Work involves constant and direct dealing with organization customers and potential customers, and requires the ability to accurately record information and communicate effectively.

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

- Provides one or more of the following services for customers, in person, by telephone or by mail:
 - Processes deposits to share, checking, and other savings accounts.
 - Disburses cash or check withdrawals.
 - Provides travellers cheques, money orders, Visa cash advances.
 - Receives payroll deduction lists, compares, reconciles and posts
- Daily opens and closes his/her Teller terminal, accounts for cash assigned, received, disbursed. Accurately balances to teller terminal close report and remits daily work to Teller Supervisor for disposition.

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