



## POSITION DESCRIPTION

**Position Title:** Teller I  
**Department:** Teller Operations  
**Supervises:** N/A  
**Reports To:** Senior Teller

**Location:** TBD  
**FLSA:** Non-Exempt  
**Status:** Hourly, Full-Time

---

### SUMMARY:

Provides basic cash receipt and payment services in accordance with Bank procedures.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Receives checks and cash for deposits to accounts, verifies amounts, examines checks for proper endorsement and enters deposits into computer records.
- Cashes checks and processes withdrawals; pays out money after verification of signatures and customer balances.
- Receives mortgage, consumer loan and other payments and ensures the payments match balances due. Enters payments into computer. Generates customer receipts.
- Completes hold form on accounts for uncollected funds.
- Counts, checks and packages coins and currency.
- Balances cash drawer at the end of the shift and compare totaled amounts to computer-generated proof sheet. Reports any discrepancies to the supervisor as necessary.
- Ensures that the teller station is properly stocked with forms, supplies, etc.
- Reports malfunctions of teller terminals and other equipment used at the teller station.
- Is responsible for checking night depository bags and recording proper information on the Bank's forms.
- Recommends other Bank products and services when appropriate.
- Provide and maintain professional business atmosphere. Promote a professional, positive and proper image of the Bank to the public and to the employees.
- Maintain good working relationship with support departments and management.
- Adopt First National Bank of Pasco's philosophies and adhere to Bank policies and procedures.
- Perform other duties as needed or assigned by management.

**EDUCATION AND/OR EXPERIENCE:**

High school diploma or equivalent. Two-years cash-handling experience in a bank or retail environment. Successful completion of in-house training programs. Good interpersonal relations, communication and computer skills; ability to operate standard office equipment such as adding machines and typewriters. Superior customer service skills. Excellent attention to detail. Strong sales-oriented personality with outgoing and professional manner. Proficient reading, writing, grammar and mathematics skills.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; and Word Processing software, Sales Pro/Laser Pro.

**BANK SECRECY ACT:**

In the performance of respective tasks and duties, the employee is expected to maintain knowledge of and ensure compliance with Bank Secrecy Act regulations and all other regulatory, security and bank policies.

**COMPANY CONFORMANCE:**

In the performance of respective tasks and duties, the employee is expected to successfully perform quality work within deadlines with or without supervision, interact professionally with other employees, customers and suppliers; work effectively as a team contributor on all assignments and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**PHYSICAL DEMANDS/WORK CONDITIONS:**

In the performance of respective tasks and duties, the employee is expected to successfully perform the essential functions of the position. Reasonable employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. While performing duties the employee is required to sit, talk, hear, lift up to 50 lbs., and may be required to work evenings and/or weekends, attend remote meetings and/or travel.

**OTHER DUTIES:**

This job description in no way should be construed as a contract for employment. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EOE/Vet/Disability