



JOB DESCRIPTION

JOB TITLE: Teller

LOCATION: Greenwood Branch
Greenwood, Indiana

REPORTS TO: Branch Manager

STATUS: Full-time, Non-Exempt

Services deposit and loan customers by receiving funds, processing transactions, and paying funds as required. Is responsible for cash funds. Balances daily transactions and verifies cash totals. Other duties that may be included are counting coin and currency, processing cash advances, safe deposit box functions, ATM-related duties, general receptionist duties, filing, and vault-related duties.

Is required to have a working knowledge of all deposit-related accounts, including digital banking products. Is required to have a thorough knowledge of bank policies and procedures relating to deposit services. Under the supervision of the Branch Manager or Assistant Branch Manager, opens new deposit accounts. Answers routine inquiries on deposits and loans.

Complies with all regulatory compliance issues relative to this position, which may include but not be limited to, BSA, CRA, OFAC, Reg E, Reg Z, Reg CC, and Reg DD.