



## First Federal Bank of Louisiana Job Description

**Job Title:** Teller  
**Department:** Teller

### **SUMMARY**

Performs all phases of teller operations including usual paying and receiving functions plus a variety of duties pertaining to customer transactions. Cross sells products and services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Accepts deposits, loan payments, tax deposits, savings deposits, and collection items.
- Cashes checks, Savings Bonds and processes savings and passbook withdrawals.
- Prepares paperwork or computer input for customer transactions.
- Secures and maintains daily cash drawer limits and balances drawer each day.
- Accepts stop payments, drafts, loan payoffs, coupons and T.T. & L payments.
- Sells and/or balances official bank checks and traveler's checks.
- Prepares Currency Transaction Reports and Sale of Monetary Instruments Reports.
- Prepares change orders for commercial customers.
- If designated as a Relief Teller, will be required to travel to other branch locations on an as needed basis.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Wraps and bags coins; verifies currency, mixes new currency; and works up mutilated currency.
- Processes cash advances for credit cards.
- Assists in opening night depository and works customer's night deposit bags.
- Performs bank opening and closing duties.
- Opens, closes, and provides access to safe deposit boxes. (Some locations)
- Utilizes computer to input and retrieve information.
- Closes savings and checking accounts.
- Performs duties as Lobby Receptionist in some locations.
- Contributes to team effort by accomplishing related duties as required.

**EDUCATION and/or EXPERIENCE**

High school diploma or GED required. Some cashier or previous teller experience preferred.

**OTHER SKILLS AND ABILITIES**

- Must possess the ability to maintain a consistent positive balancing record.
- Excellent telephone, customer service, and interpersonal skills.
- Must operate a calculator, computer, printer, and fax machine.

**PHYSICAL DEMANDS**

The employee must frequently lift and/or move up to 25 pounds.

**SCHEDULING**

Work schedule for a part time teller is typically between the hours of 1:30 p.m. - 6:30 p.m., Monday through Friday. Regular attendance is required of all tellers.