



Job Title: Bank Teller

Seniority Level: Associate

Reports to: Branch Manager

Employment Type: FT/Non-Exempt

Job Summary:

The Bank Teller is responsible for the day-to-day operations of the branch in an efficient, profitable, professional, and compliant manner. As one of our Bank Tellers, you will process a variety of basic customer account transactions and provides prompt, courteous, and friendly service.

Duties/Responsibilities:

- Actively sell and cross-sell bank services
- Exercise independent judgment
- Process a variety of routine checking and saving deposits and withdrawals with limited supervision
- Sell money orders and cashier's checks
- Process mail transactions and night deposit bags
- Issue receipts
- May perform vault duties such as ordering/shipping currency and coin and distributing money to other tellers
- Balance and assist other tellers in balancing

Essential Knowledge, Skills and Abilities:

- Detail oriented and organizational skills are a must
- Proven track record of sound decision making, balancing risk and customer needs with business objectives is required
- Computer skills, including word processing, internet, and internal bank software
- Understanding of Korean culture is required
- Bilingual in both English and Korean is preferred

Required Education and Experience:

- High School Graduate
- Cash handling experience

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.
Must be able to lift up to 15 pounds at times.

Salary:

\$18 - \$24/hour based on experience

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reasonable accommodations for applicants' and employees' religious practices and beliefs, as well as any mental health or physical disability needs.