



Job Title: Bank Teller – Full time

Seniority Level: Associate

Reports to: Branch Operations 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
- 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

UniBank is proud to be an Equal Opportunity Employer committed to hiring the best qualified candidate. All qualified applicants will receive consideration for employment without regard to any protected class, including race, color, ancestry, religion, gender, national origin, sexual orientation, age, citizenship, marital status, disability, or protected veteran status. In accordance with applicable law, we make



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