

Bank Teller

EXPLORE.
EDUCATE.
EXPERIENCE.

On a typical day, I receive and pay out money. I also ensure accuracy of banking accounts, and process payments for financial contracts such as loans.

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THESE ARE THINGS I DO ON A DAILY BASIS:

- Cash checks and pay out money, verifying information.
- Receive checks and cash for deposit.
- Enter customers' transactions into computers and issue receipts.
- Balance currency, coin, and checks in cash drawers.
- Calculate daily transactions using computers, calculators, and adding machines.
- Examine checks for endorsements and verify other information such as dates, bank names, identification of persons receiving payments and the legality of the documents.
- Verify accuracy of financial or transactional data.
- Execute sales, collect deposits, payments or fees.
- Prepare cash for deposit or distribution.
- Enter information into databases or software programs.

Why is this job a good fit?

It works for me because I enjoy:

- Contact with others
- Telephone services
- Being Accurate
- Face-to-Face Discussions
- Repetitive tasks

Tools I Use

- Alarm Systems
- Desktop Computers
- Computer Terminals
- Money Counting Machines
- Multi-function Printers



EXPLORE.

Why I enjoy my job as a Bank Teller:

- I like working directly with the public.
- I enjoy using computers.
- I am comfortable gathering information and evaluating it.

IMPORTANT SKILLS AND ABILITIES FOR THIS JOB:

- Active Listening
- Speaking
- Critical Thinking
- Mathematics
- Oral Comprehension
- Oral Expression
- Speech Clarity
- Speech Recognition
- Information Ordering
- Attention to Detail
- Reading Comprehension

Things for you to Consider when applying for my position:

- Previous work in customer service and cash handling such as cashier.
- Must like one-on-one training. May be training with someone closely for up to a year.
- Knowledge and skills to help others through some kind of past volunteer work can be helpful.



Other Employers offer jobs much like this one:

- Bill and Account Collectors
- License Clerks
- Hotel, Motel, and Resort Desk Clerks
- New Accounts Clerks
- Receptionists and Information Clerks

Please check for updates to verify current trends in the workforce by visiting links on our resource page: www.online2workforce.com/resources.

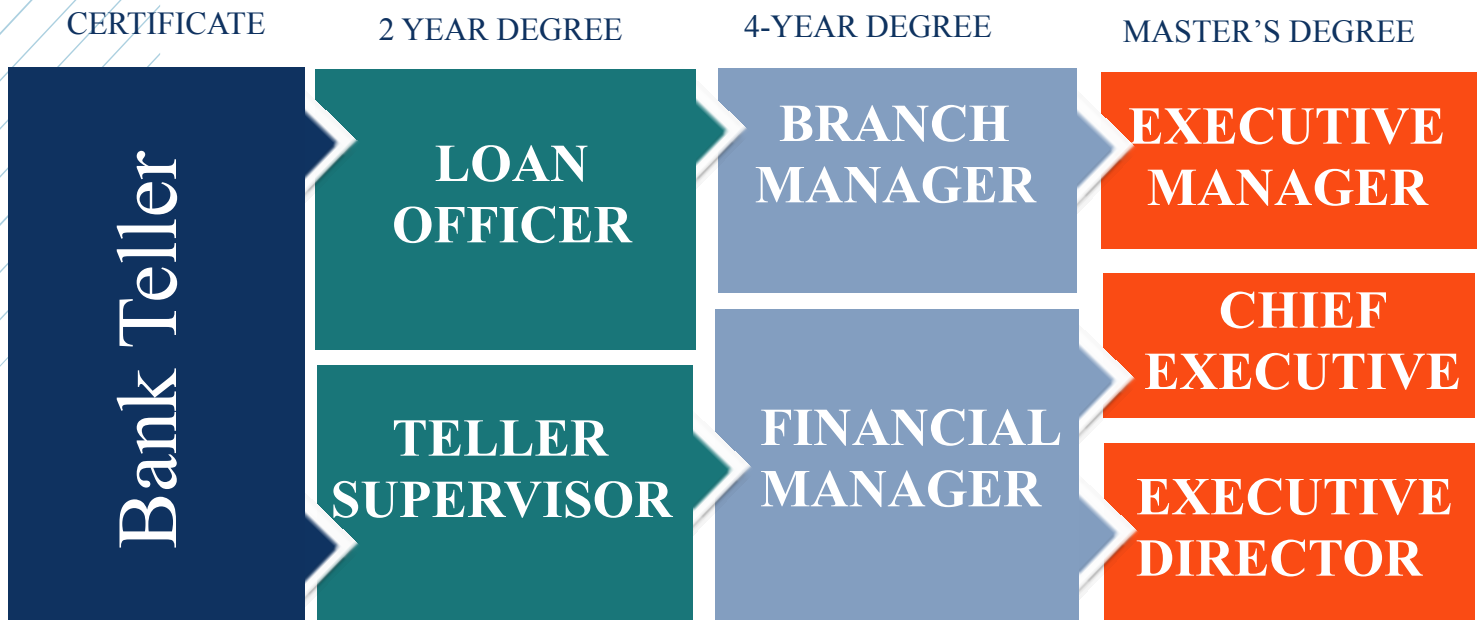
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Elizabethtown Community and Technical College
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Our Student Success Coaches are eager to work with you to establish a strong career path. Visit our website at www.online2workforce.com for more information.

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EXPERIENCE.



POTENTIAL SALARY RANGES:

\$18,200-\$31,400

\$27,200-\$68,600

\$45,500-\$164,700

\$81,400-\$187,200

Kentucky job salary information taken from careeronestop.org

EDUCATE.

CERTIFICATES

FINANCIAL PERSPECTIVES | MANAGEMENT

ADDITIONAL CERTIFICATES

ADVANCED BUSINESS ADMINISTRATION | ACCOUNTING | LEADERSHIP

Credentials Offered at ECTC

DIPLOMA

ORGANIZATIONAL LEADERSHIP

DEGREE

BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT TRACK

See your Student Success Coach for more detailed information on the best choices that work for you.



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