



<b>Job Title:</b>	Processing Teller 1	<b>Job Category:</b>	Non - Exempt
<b>Department/Group:</b>	CVS	<b>Reports To:</b>	CVS Manager

**Job Description**

**JOB DUTIES:**

The processing teller receives and verifies assigned work, inspects deposit bags for evidence of tampering and performs deposit processing functions including reconciling any out-of-balance conditions. Responsible for compliance with all company policies including state and federal regulations.

This position will identify counterfeit currency, suspicious activity (SAR), and any potential AML Red Flag Transactions. Processing teller works in an efficient and safe manner while meeting deposit productivity standards. This position will work independently without direct supervision or oversight. Other duties as assigned.

**QUALIFICATIONS:**

- High School Diploma or equivalent
- Cash handling and balancing experience highly desired.
- 1-2 years teller experience preferred
- Must have strong data entry skills and experience.
- Must be Detail-oriented with basic Math skills.
- Experience working in a fast paced environment is a plus.
- Ability to stand for long periods of time.
- Ability to lift up to 50 lbs.

**BENEFITS & COMPENSATION:**

We offer competitive wages and a great benefits package for full time employees: medical, dental, vision, holiday pay, paid vacation, 401K plan and much more!

Candidates must meet the company's hiring criteria to include a pre-employment background investigation and drug test. Physical exam and other testing may be required.

**EOE, Drug Free Workplace**

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