



**Job Title:** Co-op Student Assistant  
**Department:** Various, Retail Banking  
**Reports To:** Teller Supervisor/Branch Manager  
**Supervises:** None  
**Last Updated:** 7.19.2021  
**Summary:** Provide basic cash receipt and payment services in accordance with financial institution procedures and perform other duties as assigned and/or necessary

**MAJOR DUTIES & RESPONSIBILITIES:**

- Receive checks and cash for deposit to accounts, verify amounts, examine checks for proper endorsement, and enter deposits into computer records
- Cash checks and process withdrawals after verification of signatures and balances
- Receive, verify, and enter loan and other payments
- Count, check, package, and order coins and currency
- Balance cash drawer at the end of the shift/day
- Balance and audit the vault/cash dispenser
- Ensure that the teller station is properly stocked, cleaned, and generally maintained
- Check night depository bags and record proper information on the financial institution's forms
- Scan and/or check-in account and customer information paperwork
- Learn and serve as a fill-in for other departments and positions
- Understand and follow bank/department regulations, policies, and procedures, and participate in all compliance-related training
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**EDUCATION & EXPERIENCE:**

- Student status at a high school or college
- Successful completion of in-house training program
- Experience with Microsoft Office products
- Strong in-person and phone communication skills
- Product knowledge of online banking tools