

JOB TITLE: Teller
DEPARTMENT: Banking Operations
REPORT TO: Manager Banking Operations

POSITION SUMMARY: Receive and disburse cash and maintain accurate financial records. To assist head teller and cash manager in maintaining the Bank's teller operation at the highest level. Serve and assist IB Customers in addition to promoting IB values of Trust and Reliability.

PRIMARY ACCOUNTABILITIES AND RESPONSIBILITIES:

- Functions as Teller, receiving and processing Teller transactions accurately and timely.
- Verifies and balances daily transactions. Assists in reconciling errors or discrepancies for self and other tellers. Maintains adequate cash and/or cash drawer limits as required by Bank policy
- Issues cashier checks, money orders and bank checks. Redeems savings bonds and prepares and accepts treasury tax payments. Processes incoming mail transactions and counts, wraps and bags coin

SECONDARY DUTIES AND RESPONSIBILITIES:

Other duties as may be assigned: Secondary Duties and Responsibilities are considered incidental or secondary to the overall purpose of the job.

ROLE QUALIFICATIONS:

Education

- Must have High school diploma or general education degree
- Must have a University degree in Accounting or Business Administration/ Finance
- At least 6 months work experience/or training
- Equivalent combination of education and teller work experience is an added advantage
- Must be computer literate

Other qualifications

- Ability to carry out multi task
- Ability to work for extended periods of time
- Accuracy/good math skills
- Dependable
- Ability to uphold confidentiality
- Professional in appearance and in verbal communication
- Possess high rectitude
- Punctual at all times
- Enthusiastic and willing to learn

Please send in your application .Only short listed candidates will be contacted for an Interview.

Applications received after the deadline will not be considered.

Please submit a cover letter and your CV to:

**HR Manager
International Bank (Liberia) Limited
64 Broad Street
Monrovia- Liberia**