

## Bank Teller – Bi-lingual

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**ESSA Bank & Trust has an immediate opening for a Bi-Lingual (Spanish/English speaking) Bank Teller in our Allentown Branch. We are looking for a friendly, enthusiastic person who has cash handling experience and great customer service skills.**

### **Basic Qualifications of the Bank Teller:**

**Education/Training:** A high school diploma or equivalent with an emphasis in a business or accounting curriculum.

**Skill(s):** Moderate reading, writing, and grammar skills; proficient analytical and mathematics skills; proficient communicative and interpersonal relations skills; proficient eye-hand coordination; ability to operate various office machines; ability to lift approximately twenty (20) lbs. of coin; visual and auditory skills. Bi-lingual Spanish/English.

**Experience:** Cash handling experience preferred

### **General Responsibilities of the Bank Teller:**

- Responsible for performing a variety of duties to support the paying and receiving function of the branch office
- Identifying and acting on referral opportunities
- Coordinating work within the department, as well as with other departments
- Reporting pertinent information to the immediate supervisor
- Responding to inquiries or requests for information.

### **Essential Duties of the Bank Teller:**

**1.** Maintains an approved level of cash, i.e., orders supply of cash to meet daily needs, counts incoming cash and prepares cash for shipment; turns in excess and mutilated cash; represents our "front-line" commitment to meeting customers' needs with our products and services and translating this commitment into sales opportunities.

**2.** Performs a variety of duties to support the paying and receiving function of the assigned branch office of which the following are illustrative:

- Accepts deposits of various account types.
- Cashes checks within approved authority and operating policy; verifies signature(s) and checks customer balances.
- Sells Cashier's Checks
- Accepts loan payments, and other related payments.
- Processes night deposits and mail deposits.
- Greets and serves customers in a friendly and courteous manner.
- Maintains an awareness of new business opportunities with customers; actively refers customers to appropriate customer service personnel.

- Receives and pays out money; maintains records of money and negotiable instruments involved in various Bank transactions.
- Prepares daily settlement and proof of cash transactions; balances cash drawer accurately and efficiently on a daily basis, ensuring cash is kept within cash limits as established by Bank policy.
- Prepares daily work for delivery to the deposit services area.
- Prepares reports relating to the function, e.g., currency transaction, BSA reports, etc.
- Places hold on accounts for uncollected funds.
- Counts, proves, and packages currency and coin.
- Accepts bonds, drafts, checks, coupons and other negotiable instruments for collection, exchange, and distribution of payment.
- Maintains supplies and an awareness of supply inventory control.

**Benefits:**

We offer a competitive pay structure and comprehensive benefits package that includes:

- Medical
- Dental
- Vision
- 401k with Company Match
- Life Insurance

**Equal Opportunity Employer—minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity**

ESSA Bancorp, Inc. is the holding company for its wholly owned subsidiary, ESSA Bank & Trust, which was formed in 1916. Headquartered in Stroudsburg, Pennsylvania, the company has total assets of \$1.8 billion and has 22 community offices throughout the Greater Pocono, Lehigh Valley, Scranton/Wilkes-Barre and suburban Philadelphia areas. ESSA offers a full range of commercial and retail financial services as well as insurance, investment, and trust solutions. ESSA Bancorp Inc. stock trades on the NASDAQ Global Market (SM) under the symbol "ESSA."