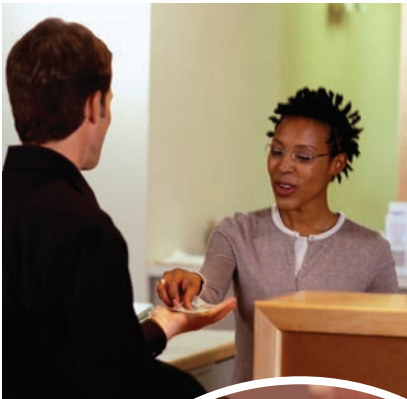


Bank Teller

About my job:

As a bank teller, I am responsible for accurately processing routine bank transactions, including cashing checks, depositing money and collecting loan payments.



What I do every day:

- Greet customers
- Answer the phone
- Complete required forms for compliance
- Open new accounts
- Make business referrals to other associates
- Perform sales activities, listening for customer's needs
- Cash checks and pay out money after verifying that all signatures and numerical amounts are correct
- Receive deposits and check accuracy of deposit slips
- Enter customers' transactions into computer software to record transactions and issue receipts
- Balance currency, coin, and checks in cash drawers at ends of shifts and calculate daily transactions
- Examine checks for endorsements and to verify all information

What makes my job great?

Job growth:

An entry-level job in a bank setting, working as a teller offers many promotional opportunities as experience is gained.

Short-term training:

Most tellers have a high school diploma and receive about one month of on-the-job training.

Good pay:

The median pay in Ohio for a teller is \$11.29 an hour. (That means that 50 percent of bank tellers earn less and the other 50 percent earn more.)

Benefits:

Most tellers work in bank branches. About one-third worked part time in 2012. Full time benefits may include health, dental, vision, vacation and 401(k).

How can you become an bank teller?



Academic/training credentials:

A high school diploma is required for bank teller positions. Many banks provide one month of on-the-job training programs for new tellers.

Work experience/internships:

Some previous work-related skill, knowledge or experience may be helpful. For example, a teller would benefit from experience working directly with the public, such as in a retail setting.

Skills and requirements:

- Clerical skills
- Knowledge of computers and electronics
- Mathematics background
- Excellent listening skills
- Good reading comprehension
- Ability to handle cash
- Sales
- Multitasking ability
- Customer service

Potential job titles:

- Account representative
- Bank teller
- Customer service representative
- Member services representative
- Personal banking representative
- Teller coordinator
- Universal associate

Where you can find jobs:

- Online job boards
- Temporary services
- Local career fairs
- Networking
- Bank websites
- Social Media
(LinkedIn, Facebook, Twitter)



Local educational opportunities

Two-year institutions:

- Lakeland Community College: Associate of Applied Business in Accounting

Four-year institutions:

- Cleveland State University: Bachelor of Applied Business in Accounting; Bachelor of Business Administration in Finance



High school/Technical prep:

- Lakeshore Compact College Tech Prep Marketing and Business Administration
- Excel TECC Tech Prep Business and Administration
- Auburn Career Center Business Management Technology



Coursework per educational entity:

Secondary pathway:

Finance

Postsecondary program:

Financial Services

An Example of Course with Secondary and Postsecondary Credits

Secondary	7 8	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations		
	9 10	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Finance Foundations	Management Principles	World Languages
	11	English III	Algebra II	Chemistry	U.S. History	Financial Accounting	Fundamentals of Financial Services	World Languages	
	12	English IV	Trigonometry/ Calculus	Physics	U.S. Government	Financial Services Operations	Finance Capstone		
Postsecondary	Year 1 1st Semester	English	College Seminar	Financial Accounting	Software Applications	Personal Finance	Business Language		
	Year 1 2nd Semester	Business Applications	Investments	Statistics	Managerial Accounting	Management	Micro-economics	Natural/ Physical Science	
	Year 2 1st Semester	Macro-economics	Legal Environment of Business	Money & Banking	International Finance	Finance Elective	Arts & Humanities Elective		
	Year 2 2nd Semester	Marketing Principles	Finance Capstone	Finance Practicum	Finance Elective	Social/ Behavioral Science			

High School Career-Technical Education Program Courses

High School Courses for Postsecondary Credit (Including Apprenticeship Hours) and the Corresponding Postsecondary Courses

Required Courses

Recommended Electives

Visit education.ohio.gov/CareerConnections for reference information.

Course titles and sequences will vary between schools.

11/2014

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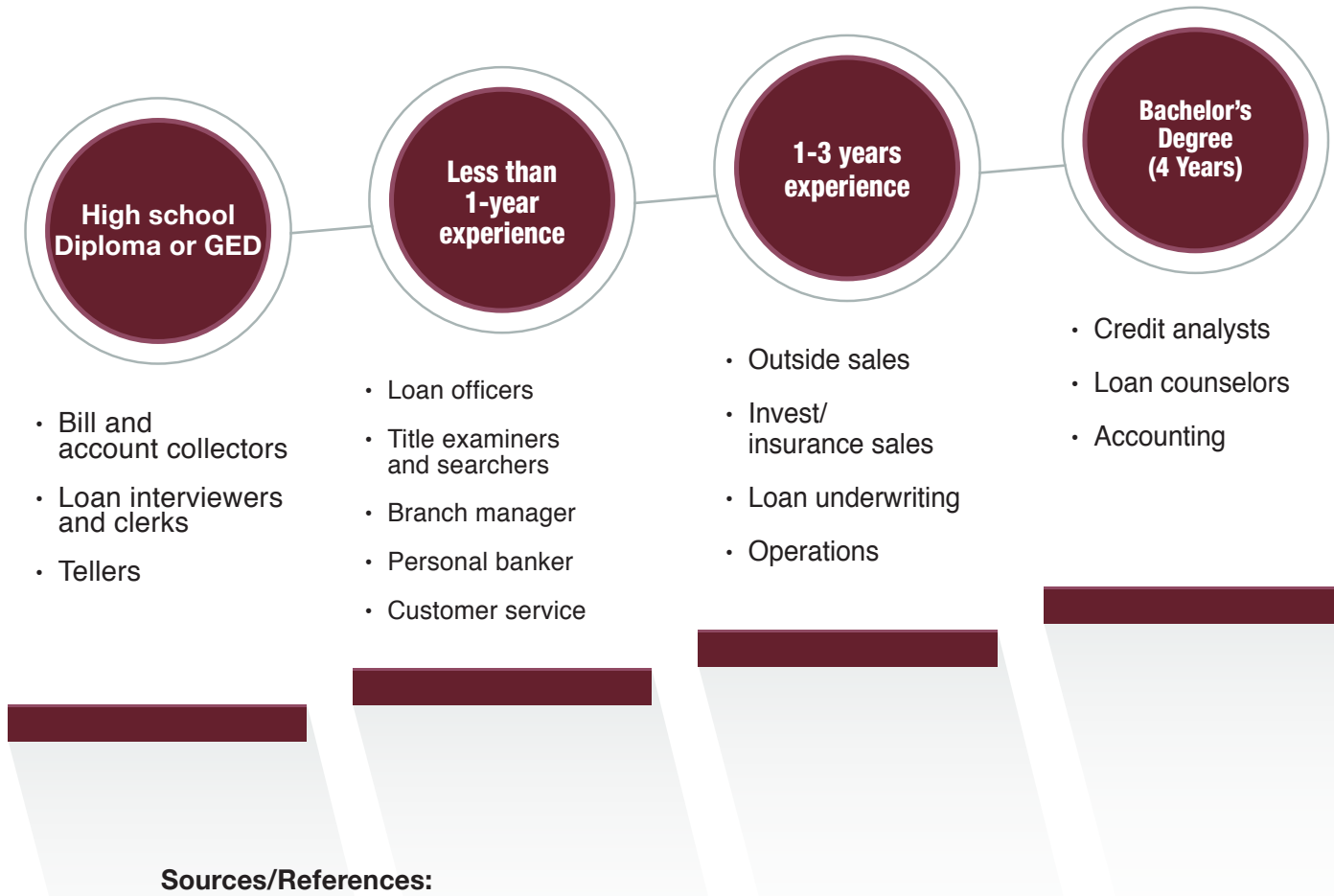
How can I grow my career?



Where could I focus or specialize in my career?

- Teller
- Loan clerk
- Loan officer
- New accounts clerks
- Credit analysts
- Loan counselors
- Personal banker
- Investment/ insurance sales
- Outside sales
- Head teller
- Branch manager
- Customer service/ support
- Operations
- Accounting
- Loan underwriting

The career ladder



Sources/References:

Ohio Means Jobs, Bureau of Labor Statistics – Occupational Outlook Handbook

O*Net Online-Summary Report, Ohio Labor Market Information

iSeek